



3601 W. 183rd Street
 Hazel Crest, IL 60429
 Phone: 708-335-9600
 Fax: 708-335-9622

Village of Hazel Crest

OFFICE USE ONLY

FOIA Request # _____
 Date Received: _____
 Date Due: _____
 Extension: _____

Request for Public Records under the Illinois 'Freedom of Information Act' (5ILCS 140/3 et seq.)

Requestor's Name (Please Print)

Mailing Address (Please Print)

City State Zip

Phone Number Fax Number

E-mail Address (Please Print)

REQUESTOR'S SIGNATURE

Date of request _____

- I wish to:
- Receive copies via fax
 - Receive copies via e-mail
 - Mail my copies
 - Pick-up copies
 - Inspect only (no copies)

The Village of Hazel Crest will respond to this request within five (5) business days. If this request requires an extension, five (5) additional days will be requested and sent to you in writing.

The Village of Hazel Crest will respond to Commercial request within twenty-one (21) business days.

DESCRIPTION OF PUBLIC RECORD: Please be as specific as possible in identifying the document(s) you are seeking.

Is the information requested to be used for Commercial/Solicitation purposes? YES NO

RESPONSE:

- Your request has been approved
- Please see the attached letter of explanation

FEES:

Less than 50 pages - No Charge
 More than 50 pages @ .15 ea. _____ Due
 Other _____

This request has been prepared

By: _____

Date: _____ # of pages _____

FOIA Officers: Deputy Clerk, Kathleen Spiek
kspiek@villageofhazelcrest.com
 Village Clerk, Hon. Isaac Wiseman
iwiseman@villageofhazelcrest.com

OFFICE USE ONLY

- Admin. Office
- Economic Development
- Fire
- Human Resource
- Inspectional Services
- Police
- Public Works
- Water/Sewer/Refuse