

**FREEDOM OF INFORMATION REQUEST**

VILLAGE OF GRANT PARK

DATE SUBMITTED

REQUEST NO.

**INSTRUCTIONS:**

PLEASE PRINT OR TYPE. SUBMIT ONE FORM FOR EACH RECORD REQUESTED. YOUR REQUEST SHOULD REASONABLY DESCRIBE THE RECORD SOUGHT. THE GRANT PARK POLICE DEPARTMENT WILL RESPOND TO A REQUEST FOR A PUBLIC RECORD WITHIN 5 BUSINESS DAYS AFTER ITS RECEIPT BY THE FREEDOM OF INFORMATION SECTION (FOIA). A RESPONSE TO CERTAIN REQUESTS MAY REQUIRE UP TO 5 ADDITIONAL BUSINESS DAYS, IN WHICH CASE YOU WILL BE NOTIFIED. YOU WILL ALSO BE NOTIFIED SHOULD YOUR REQUEST BE DENIED.

**REQUESTER INFORMATION**

PRINT NAME (LAST - FIRST - M.I.)

SIGNATURE

STREET ADDRESS

CITY

STATE

ZIP CODE

EMAIL ADDRESS

TELEPHONE NO.

**RECORDS SOUGHT**

RECORDS THAT YOU ARE REQUESTING (Describe records sought on the lines below.)

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MAIL OR BRING THIS REQUEST TO: VILLAGE OF GRANT PARK , F.O.I.A. REQUEST, 106 W. TAYLOR ST. PO. Box 446, GRANT PARK, ILLINOIS 60940, MONDAY THROUGH FRIDAY, EXCEPT HOLIDAYS, FROM 8:00 A.M. TO 3:00 P.M. OR EMAIL - VILLAGE@GRANTPARK/IL.ORG

**FREEDOM OF INFORMATION SECTION**

F.O.I.A. MEMBER ASSIGNED

DATE RECEIVED

DUE DATE

METHOD RECEIVED

 EMAIL   
 FAX   
 MAIL   
 WALK-IN   
 INTERNAL   
 ONLINE   
 OTHER
**NOTES :**

APPROVED

DENIED

MAILED

DATE MAILED