



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

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)

Date of request _____

 Requestor's Address (Please Print)

Select only one. I wish to:

- Receive copies via e-mail
- Mail my copies (fee if over 50 pages)
- Pick-up copies
- Inspect only (no copies)

 City State Zip

 Phone Number Fax Number

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.

 E-mail Address (Please Print CLEARLY)

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

 REQUESTOR'S SIGNATURE

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 _____

EMAIL YOUR REQUEST TO: foia@villageofhazelcrest.com

OR kspiek@villageofhazelcrest.com

We will acknowledge receipt of your FOIA in an email.

FOIA Officers:
 Village Clerk, Hon. Isaac Wiseman
 Deputy Clerk, Kathleen Spiek

OFFICE USE ONLY

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