



Homewood-Flossmoor Park District Freedom of Information Request Form

Name and Address of Public Body Receiving Request: _____

Date Requested: _____

Request Submitter by: ___ Email ___ U.S. Mail ___ Fax ___ In Person

Name of Requester: _____

Street Address: _____

City/State/County Zip (required): _____

Telephone (optional): _____ Fax (optional): _____

Records Requested: **Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

Do you want copies of the documents? YES or NO

Electronic Copies or Paper Copies? _____ What Electronic Format? _____

Is this request being made for commercial purposes? YES or NO

If yes, the Park District has 21 days to respond to your request.

It is a violation of the Freedom of Information Act (5 ILCS 140/3.1) for a person to knowingly obtain a public record for a Commercial purpose without disclosing that is it for a commercial purpose.

Are you requesting a fee waiver? YES or NO

If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).

By checking this box you agree to receive a response to this FOIA request within 15 working days. If left unchecked, the H-F Park District will respond to your request within five (5) working days with a possible five (5) working day extension as permitted under the Act.

Signature: _____

Date: _____

Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.*