

**Mail general/administration requests to:**

Village of Willowbrook
Attn: FOIA Officer
835 Midway Dr., Willowbrook, IL 60527
(630) 323-8215 Fax: (630) 323-0787

Mail police records requests to:

Willowbrook Police Department
Attn: FOIA Officer
7760 Quincy St., Willowbrook, IL 60527
(630) 325-2808 Fax: (630) 323-7915

Date rec'd: _____

Date Due: _____

Extension Date Due: _____

Freedom of Information Act Request

Please type or print

Name _____

Organization (if applicable) _____

Address _____

Daytime Telephone No. (_____) _____ Fax No. (_____) _____

Email Address (*please print clearly*) _____Would you like the records...? ☐ Mailed ☐ Emailed ☐ Picked up at Village Hall ☐ Faxed

Records requested: (Please be as specific as possible. Include address, dates/time frame, type of records, etc. Attach additional pages if necessary)

Is this request for commercial purposes? ☐ Yes ☐ No

Signature of Requester: _____ Date: _____

Village Use Only**Denied Request:** Date P.A.C. Notified _____

P.A.C. Response _____

Records Management Use Only

Date Due: _____

Request route to:

☐ Police Department ☐ Community Development ☐ Finance ☐ Public Works

☐ Water Department ☐ Parks & Recreation ☐ Administration

Comments: _____

Okay to be released to requester _____ (Village Attorney signature)

The Village will respond to a request for public records within five (5) business days (21 days for commercial requests) after receipt.

A fee may be charged for more than 50 pages of copies or oversized copies.