

**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:

<input type="checkbox"/> Police Department	<input type="checkbox"/> Community Development	<input type="checkbox"/> Finance	<input type="checkbox"/> Public Works
<input type="checkbox"/> Water Department	<input type="checkbox"/> Parks & Recreation	<input type="checkbox"/> 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.