Freedom of Information Request Form

1811 S. Lawrence Ave., Lockport, IL 60441
Telephone: (815)-838-1183 Fax: (815)-838-4974
Email: FOIA@lockportpark.org

Name of Requester:_____

Street Address: _____

City/State/County Zip: _____

Telephone: _____ E-mail: _____

Date of Request: _____

Describe in detail below the public records you are requesting and state whether you wish to inspect and/or copy such records or whether you would want the documents emailed to you. Note: There is no charge for the first 50 pages of black and white letter or legal sized copies. There is a $0.15 charge for each additional page. There is no charge to inspect records only.

Records Requested: _____

_____

_____

_____

_____

_____

How would you prefer to receive the requested documents? (circle one)

Mail Fax Pick-up Inspect (at the Administrative Office)

The purpose of this request is for (circle one): Personal Use Commercial Use

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1 (c)). 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. 5ILCS 140/6(c)).

Important: The Lockport Township Park District has five (5) business days to respond to non-commercial requests, and twenty-one (21) days for a commercial request, unless cause for a time extension is cited by the Park District pursuant to 5 ILCS 140/3(d).
Please retain a copy of this request for your files, if you need to file a review, you will need to submit a copy of your request.

_____ _____

Signature of Person Making the Request **Date**

Office Use Only

Date Request Received: _____ Time_____ By:_____
Request Granted: Yes_____No_____ Request Denied: Yes_____ No _____
Extension Request: Yes_____ No _____ Reason for Denial: _____
New Extension Date:_____ _____
Date Picked Up: _____ Processed By: _____