



# Village of Melrose Park Freedom of Information Act Request Form

Mary Ann Paolantonio, Village Clerk/FOIA Officer  
1000 N. 25<sup>th</sup> Ave. Melrose Park, Illinois 60160  
Telephone (708) 343-4000 Fax (708) 343-4605  
Email: foia@melrosepark.org

Requestor's Name: \_\_\_\_\_  
(and company, if applicable)

Requestor's Address: \_\_\_\_\_  
Street City State Zip

Requestor's Telephone No.: \_\_\_\_\_

Describe in detail the public records you are seeking, and the time period:  
(Use back for more space)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this request for a commercial purpose? \_\_\_\_\_

How would you like the documents?  
Pick Up at Village Office: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Other: \_\_\_\_\_

Fees: Inspection \_\_\_\_\_ Copy \_\_\_\_\_ Certification \_\_\_\_\_  
(No Charge) (No Charge for first 50 pages) (.75 cents)

The Village will respond within five business days of the request date unless an extension of time is necessary.

Signature of Requestor: \_\_\_\_\_

### (For Office Use)

Date of Request: \_\_\_\_\_ Time of Request: \_\_\_\_\_ a.m./p.m.

Request Accepted By \_\_\_\_\_

Request Routing: Village Clerk \_\_\_\_\_ Police Dept. \_\_\_\_\_  
Fire Dept. \_\_\_\_\_ Building Dept. \_\_\_\_\_  
Public Works \_\_\_\_\_ Code Enforcement \_\_\_\_\_  
Administration \_\_\_\_\_ Other \_\_\_\_\_