



VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

FREEDOM OF INFORMATION ACT REQUEST FORM

Mail General/Administration Requests to:

Village of Burr Ridge
Attn: FOIA Officer
7660 S. County Line Road
(630) 654-8181 Fax: (630) 654-8269

Mail Police Records Request to:

Burr Ridge Police Department
Attn: FOIA Officer
7700 S. County Line Road
(630) 323-8181 Fax: (630) 654-4441

Please type or print

Name/Organization (if applicable): _____

Mailing Address: _____

Telephone No: (_____) _____ Fax No: (_____) _____

E-Mail Address: _____

Description of Requested Records:

(Please describe below the public records you are requesting. In order to expedite the search please be specific. Use back of form if necessary):

Please indicate if you wish to inspect or would like a copy of this information: Inspect _____ Copy _____

Preferred method of response: Hold for Pick Up _____ E-Mail _____ Fax _____ US Mail (Postage fees will apply) _____

I understand all third party personal identity information will be redacted from any record responsive to this request (Please Initial) _____

Is this information to be used for commercial purposes? Yes _____ No _____

***Note: it is a violation of the Freedom of Information Act to knowingly obtain a public record for commercial purposes without disclosing that it is for a commercial purpose.

Signature of Requestor: _____ Date: _____

The Village will respond to a request for public records within five (5) business days (twenty-one (21) days for commercial requests) after receipt. In accordance with Illinois FOIA Rules and Regulations fees may apply.

In the event of a record request denial the requestor has the right, under the Illinois Freedom Act, to appeal their request in writing directly to the Public Access Counselor of the Illinois Attorney General's Office at 500 S. Spring Street Springfield, IL 62705 or email: publicaccess@atg.state.us

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*****DO NOT FILL OUT BELOW THIS LINE – FOR VILLAGE USE ONLY*****
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FOIA # _____ DATE RECEIVED: _____ RESPONSE DUE DATE: _____

RECEIVED BY: _____

REQUEST TO INSPECT OR COPY HAS BEEN **APPROVED/DENIED**: _____

(Circle one) Signature Date

NOTATIONS AND EXEMPTIONS:

