

**VILLAGE OF PARK FOREST  
REQUEST FOR PUBLIC RECORDS**

DATE \_\_\_\_\_

Description of requested record(s): Please be specific:

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Request is made to: Review  Copy

Number of copies requested: \_\_\_\_\_

Standard black and white copies will be provided at no charge for the first fifty (50) pages. Requestor will be charged \$.15 per page beyond fifty.

Do the copies need to be certified? Yes  No  (\$1.00 per item)

Is this request being made for a commercial purpose? Yes  No

\_\_\_\_\_ Date \_\_\_\_\_

Requestor Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone(s)

Under the Freedom of Information Act a reply to this request is required within 5 working days.

FOR OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Response Due: \_\_\_\_\_

Request Filled On: \_\_\_\_\_ By: \_\_\_\_\_

Notes: