

**VILLAGE OF TINLEY PARK**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**  
**(708) 444-5000 - Fax – (708) 444-5099**  
**FOIA@tinleypark.org**

**FREEDOM OF INFORMATION ACT, 5 ILCS 140/1, REQUEST FORM**

**1. Name, address, and telephone number of requestor:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If you are willing to have records sent electronically when possible please provide an e-mail address:** \_\_\_\_\_

**2. Records requested:**

\_\_\_\_\_

\_\_\_\_\_

**3. Reason for request (Necessary only to determine whether the records are requested for a commercial purpose or whether to grant a request for a fee waiver:**

\_\_\_\_\_

\_\_\_\_\_

**4. State whether request is to inspect or to receive a copy of information:**

\_\_\_\_\_

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**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Response due (5 business days after receipt, starting with the 1<sup>st</sup> business day after the request is received): \_\_\_\_\_

Employee/Department accepting request: \_\_\_\_\_

Routed to:	Bldg	Eng	Fin	Fire	Health	HR	Legal	Plng	Police	Clerk	PW	Mgr	Mketng	IT
Initials														
Date Received														
Records Provided: Yes or No														
Date of Response														

Village's response: Date of response \_\_\_\_\_ Granted \_\_\_\_\_ Denied \_\_\_\_\_

Granted in part/denied in part \_\_\_\_\_ Additional time requested \_\_\_\_\_ No Records \_\_\_\_\_

If denied, reason for denial \_\_\_\_\_

Time: \_\_\_\_\_