



REQUEST FOR PUBLIC RECORDS

Date Requested: _____

Name of Requester: _____ Phone Number: _____

Address including City/State/County Zip (required):

Please indicate the format in which you would like the Justice Park District to respond to your request, if applicable:

_____ E-mail _____ U.S. Mail _____ Fax _____ Pick-Up

List e-mail, address, fax, or phone number in which you checked above:

Records Requested:

Provide as much **specific detail** as possible so the public body can identify the information that you are seeking. Be sure to include the duration of time. Please be aware all Board Meeting Minutes & Agendas are available at www.justiceparkdistrict.com.

Is this request for a Commercial Purpose? (Circle one option) YES or NO

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

Are you requesting a fee waiver? (Circle one option) YES or NO

(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 principle purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6©).

The Justice Park District will respond to this request in five (5) business working days unless indicated for commercial purposes twenty-one (21) business days.

Signature of Requester

For Administration Use Only

Date and Time of Completion: _____

Signature of FOIA Officer: _____

Total Fee Due: _____

_____ E-mailed _____ Sent via U.S. Mail _____ Faxed _____ Pick-Up at Justice Park District