



## Illinois Freedom of Information Act Request Form

(This form is optional. Requests may be made in writing by personal delivery, regular mail, fax, email ([clerk@northlakecity.com](mailto:clerk@northlakecity.com)) or other means.)

### City of Northlake

55 E. North Ave., Northlake IL 60164

708-343-8700 (Fax 708-343-8708)

[www.northlakecity.com](http://www.northlakecity.com)

Date of Request \_\_\_\_\_  
Requestor's Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

#### **For Police Dept. Requests:**

Date of Birth \_\_\_\_\_ Report Number \_\_\_\_\_  
Type/Nature of Incident \_\_\_\_\_  
Location of Incident \_\_\_\_\_  
Date/Time of Incident \_\_\_\_\_

#### **RECORDS SOUGHT (if you need more space, attach a separate sheet of paper):**

---

---

---

---

- Is request for commercial purposes? **Yes / No** (circle one)  
(It is a violation of the Freedom of Information Act for a person to knowingly obtain public records for commercial purposes without disclosing that it is for a commercial purpose.)
- Are you requesting a fee waiver? **Yes / No** (circle one)  
If yes, state reason: \_\_\_\_\_
- I wish to have copies certified at a fee of \$1.00 per document? **Yes / No** (circle one)
- I authorize the police department to email any responsive records to the above email address \_\_\_\_\_ (please initial).  
If you do not initial email authorization, the response will be **sent via US mail / left for pick-up** (circle one).

The City of Northlake will respond to the above request within 5 working days from the above date unless one or more of the 7 reasons for an extension of time provided for in section 3(E) of the Act are invoked by the City.

Signature of person making request: \_\_\_\_\_

\*\*\*\*\*

#### **For office use only:**

Date Received \_\_\_\_\_ Date Response Due \_\_\_\_\_  
Date Response Extended To \_\_\_\_\_ Date Request Filled \_\_\_\_\_  
Request Filled By \_\_\_\_\_