



St. Charles Park District Freedom of Information Act (FOIA) Request Form

Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Please print clearly. **Items in bold font are required.**

Date Submitted	Submission Method	Email	US Mail	Fax	In Person
Requester Information	Name				
	Street Address			County	
	City		State		ZIP
	Phone		Fax		
	Email Address				
Records Requested	<p style="text-align: center;"><i>Provide as much detail as possible to identify the information you seek. Attach additional pages, if necessary.</i></p>				
Yes	No	<p>Do you want copies of the documents? If <u>yes</u>, what type of copies do you want to receive? Paper PDF Other Format _____</p>			
Yes	No*	<p>Is this request for a Commercial Purpose? <i>*It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c).</i></p>			
Yes**	No	<p>Are you requesting a fee waiver? <i>**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 principal 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(c).</i></p>			
<p>~FOR OFFICE USE ONLY~ Received _____ Due _____ Responded _____</p>					