



Village of Hanover Park
2121 West Lake Street
Hanover Park, IL 60133
630-823-5600
630-823-5786 Fax

FREEDOM OF INFORMATION ACT REQUEST FORM

Written request for inspection or copying of Public Records pursuant to the Freedom of Information Act. If you do not use this form, you must provide your request in writing.

(Please print or type)

Name of person making request: _____

Address: _____

City, State, Zip: _____

Daytime telephone number: _____

AND e-mail address: _____

Describe the Public Records you are requesting:

Date of incident: _____ Address of incident: _____

Report Number: _____

Full name of person(s) involved: _____ Relationship: _____ Date of birth: _____

_____ Relationship: _____ Date of birth: _____

Do you want copies made: Yes No *(If there is a fee for copies, it must be paid prior to their release. Fees, if applicable, are posted in the Office of the Village Clerk and on our website: www.hpil.org).*

Will you use part or all of the records: to sell, to solicit, or advertise for sales or services? Yes No

Are you any of the following: news media, not-for-profit organization, scientific or academic institution?
Yes No

Signature of person making request

Date

OFFICE USE ONLY

FORWARD TO THE FOIA OFFICER IMMEDIATELY UPON RECEIPT. NOTE DATE RECEIVED.

Request received: __/__/__

FOIA Office received: __/__/__

Approved __/__/__ By: _____

By: _____

Period for response expires: __/__/__

Copies: _____ Amt. Due: _____

Dept.: _____

Route to: _____/_____/____

Denied: __/__/__ By: _____

Route to: _____/_____/____

Denial Ltr. Sent: __/__/__

Comments: _____