



Freedom of Information Act, 5ILCS 140/1, Request Form

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

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 (include details such as address, date range, etc.):

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:

OFFICE USE ONLY

Date Received: _____

Response due (5 business days after receipt, starting with the 1st 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: _____