



Freedom of Information Request Form

Submit requests to: FOIA Officer, Wildwood Park District, 33325 N. Sears Blvd., Wildwood, IL 60030
Fax: 847.223.2820 **Email:** info@wildwoodparkdistrict.com **Phone:** 847.223.7275

Requester's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Information Requested: _____

Please indicate your preference:

- I will examine the records at the administrative office. Upon notification of the availability of records, please call 847.223.7275 to schedule an appointment. Hours of examination are Monday through Friday 9:30am until 4:00pm.
- I would like copies of the records sent to me at the above address. Fees will be \$.15 per page after the first 50 pages for standard black and white copies. Charges for copies that need to be professionally printed shall not exceed the Park District's actual cost for reproduction.
- If available, I would like documents sent in electronic format to the email address listed above. Extensive records that require CD formatting may be charged a fee.

Is this request for a commercial purpose: _____ Yes _____ No

Signature: _____

Date: _____

Note: Under the Illinois Freedom of Information Act the Park District has 5 business days to respond to this request. In certain circumstances specified in the Act, the Act permits the FOIA officer to extend the time for a response by no more than 5 additional business days or such additional time as the person making the request and the FOIA officer shall agree. **Per P.A. 104-0438 the Park District has the right to request verification within five business days if the electronic or auto-generated FOIA request submission is suspected to not be submitted by an actual person. If the Park District does not receive verification within 30 days, it can deny the request. Per P.A. 104-0438, electronically submitted FOIA requests are required to appear in its entirety within the body of the email. Public Bodies are no longer required to open electronically attached files or hyperlinks to determine whether the request is legitimate. If a submission is received that does not comply with these requirements, the Park District can notify the requestor within 5 business days that the request needs to be in the body of the email.**

Park District Use Only		
Date request was received: _____	Date response is due: _____	Date response was provided: _____
Information received by: _____		Information processed by: _____
Notes: _____		
