



Village of Riverwoods

300 Portwine Road
Riverwoods, IL 60015
(847)945-3990



Freedom of Information Request Form

Reviews of the request may take up to 5 business days unless the request is made for commercial purposes, in which case it is **21** working days. We will notify you if we require an additional 5 business days to process your request pursuant to Section 140/3(d) of the act.

First Name: _____ MI: _____ Last: _____

Address: _____

City, State, & Zip: _____

Phone Number: _____ Fax or email (if applicable): _____

Request for: **Inspection/Review** ☐ **Copies** ☐ **Both** ☐

Pursuant to Section 3.1(c) of the Act, it is a violation of law for a person to knowingly obtain a public record for a commercial purpose without disclosing that the request is made for a commercial purpose, if requested to do so by the Village.

☐ **This request is for a commercial purpose**

Requested Information: (Please identify any persons, project names, locations, addresses, dates, documents and/or other information in detail if available)

Signature of Requester

Do Not Complete-Official Use Only

FOIA Request Tracking #: _____

Date Request Received: _____ **Due Date of Response:** _____

Request Granted: ☐ In Person ☐ Mail ☐ Fax/Email

☐ **Time Extension until:** _____ **Date of Response:** _____

Request Denied: ☐ Fully or ☐ Partially: See Denial Form/Information Attached

FOIA Officer