



Joe Doud Administration Building  
 545 Academy Drive  
 Northbrook, IL 60062  
 Phone 847-291-2960  
 Fax 847-205-1154  
 Executive Administrative Assistant 847-897-6106  
**nbparks.org**

NO: \_\_\_\_\_

## Freedom of Information Act (FOIA) Request Form

### A. Identification of Requestor (Please Print)

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home/Office Phone: \_\_\_\_\_  
 \_\_\_\_\_ E-Mail: \_\_\_\_\_

### B. Request for Public Information

I hereby request to inspect or obtain copies or certified copies of the following public records of the Northbrook Park District:

	Inspect	Copies	Certified
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Add pages as necessary)

Are the above requested public records for commercial use? Yes \_\_\_\_\_ No \_\_\_\_\_

### C. Agreement to Pay Fees

Under FOIA, the copy fee is as follows: The first 50 pages of black and white, letter or legal sized copies are at no charge; copies over the first 50 pages are charged at \$.15 per page. Certification is \$1.00 per page or document.

The Park District may reduce or waive fees associated with requested public records if the District determines that a reduction in fees is in the public interest. Waiver or reduction of fees is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

If certified or copied records are requested, is the requestor seeking a reduction or waiver in fees? Yes \_\_\_\_\_ No \_\_\_\_\_

### D. Signature of Requestor

I acknowledge and represent I have reviewed and understand the above as reference in the FOIA and that all information provided in support of this Request is true and accurate. I acknowledge that the information may be provided in the time frames outlined under Section E or F below if they cannot be provided immediately.

Requestor's Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by the Park District

### E. Response Time of Request

If this request cannot be satisfied immediately, FOIA allows the Park District to take up to five business days to fulfill the request.

The requested information will be available on: \_\_\_\_\_

### F. Extension of Response Time

Under FOIA, the Park District may take an additional five business days to fulfill this request due to: \_\_\_\_\_

### Please return this form to the following Freedom of Information Officer (FOI):

Wendy Peterson, Executive Administrative Assistant  
 Northbrook Park District  
 545 Academy Drive  
 Northbrook, Illinois 60062