



2600 West 171st Street • Hazel Crest, IL 60429
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Note to requester: Retain a copy of this request for your files. If you eventually need to file a *Request for Review* with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Freedom of Information Act (FOIA) Request

To: Hazel Crest Park District Freedom

Date: _____

I hereby request permission to inspect or receive copies of the following public records: (Please describe the documents/record requested to the best of your ability).

Name of Requestor (Please Print)

Signature

Street Address

City

State

Zip Code

Email Address

Phone Number

Fax number

Date Received by Hazel Crest Park District

Received By (Name of District Staff)

Delivery Mode: (i.e. Personal Delivery, U.S. Mail, Fax, E-Mail)

Is this request for commercial purposes? Yes No

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1C).

Are you requesting a fee waiver? Yes No

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6C).

For Office Use Only

Date Received by FOIA

Reply by Date

Extension Needed? (Yes No)

Adjusted Reply by Date

Date of Response to Request

Replied by (Name of District Staff)