



VILLAGE OF LISLE
FOIA REQUEST FOR PUBLIC RECORDS

Submit to: Freedom of Information Officer, 925 Burlington Avenue, Lisle, IL 60532.
Requests may be faxed to 630-271-4104, or submitted via email to foiarequest@villageoflisle.org.
Online requests may be made at www.villageoflisle.org. Please call 630-271-4100 with any questions.

REQUESTOR'S CONTACT INFORMATION (Please print clearly):

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ *FAX _____

*EMAIL _____

* If you do not want records sent via email or fax, please leave blank.

- 1. Do you wish to inspect the documents prior to requesting copies? [] Yes [] No, please copy.
2. Do you wish to have the copies certified? [] Yes [] No
3. Is request for a commercial purpose? [] Yes [] No
4. Description of records requested. Please be very specific. For police reports provide as much information as possible, including report number, date & location of incident, type of incident, names. If you are not named in the report, provide your relationship to those in the report.

Multiple horizontal lines for providing details for item 4.

----- OFFICE USE ONLY -----

Date Received Five Business Days Ten Business Days Date Completed

- TO: [] Community Development [] Finance [] Village Manager
[] Business Office [] Purchasing [] MIS
[] Police Department [] Public Works Admin [] GIS
[] Human Resources [] Public Works Ops [] Other _____