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 have the copies certified? □ Yes □ No

2. Is this request for a commercial purpose? □ Yes □ No

Definition of a commercial purpose: The use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement of sales or services. It is a violation of IL FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if asked by the public body. The response time for a commercial FOIA request is 21 business days.

3. Description of records requested. Please be very specific.

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OFFICE USE ONLY

Date Received
Due Date
(5 or 21 Business Days)
Extended Due Date
Date of Response