



Village of Forest Park  
517 Desplaines Ave.  
Forest Park, IL 60130  
Phone: (708)366-2323  
Fax: (708)771-0177  
www.forestpark.net

Office Use Only:

\_\_\_\_\_ Pages @ .25 = \_\_\_\_\_

Date: \_\_\_\_\_

Initial: \_\_\_\_\_

### REQUEST FOR RECORDS

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at the hour of \_\_\_\_\_, \_\_\_\_m., the following individual(s)  appeared in person at  submitted a written request to the office of the Village Clerk of Forest Park:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

and asked  to inspect  to have copies of the following records:

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RECEIVED ABOVE DOCUMENTS:      Signature: \_\_\_\_\_

*For Office Use Only*

The records were presented to such individual(s) for inspection at the hour of \_\_\_\_\_, \_\_\_\_m., except for \_\_\_\_\_

\_\_\_\_\_. The reason (s) for not providing the above records (or portion of the records) was/were: \_\_\_\_\_

Of the records requested, copies of the following records were provided to or made for the individual (s) making the request: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Witness: \_\_\_\_\_

Date: \_\_\_\_\_