

Village of Forest Park
517 Desplaines Ave.
Forest Park, IL 60130
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www.forestpark.net



Office Use Only:
Date Received _____
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No. Pages _____
Cost: \$ _____
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: _____

Fax _____ E-mail _____

Are these documents for a commercial use? Yes _____ No _____

Preferred method to receive documents - Please check one: Pick up _____ Fax _____ E-mail _____

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

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: _____