Freeport Park District
Freedom of Information Act (FOIA) Request

Note to requester: This is a suggested format to submit a FOIA request to the Freeport Park District. You are not required to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your files.

Request submitted to: FOIA Officer – Vickie Witt
Freeport Park District
1122 S. Burchard Avenue
PO Box 417
Freeport, IL 60132
FAX: (815) 233-9210
E-Mail: Contact@freeportparkdistrict.org
Questions: (815) 235-6114

Date of Request: ________________________________

Name of Requester ________________________________

Street Address ________________________________

City __________ State ________ Zip ________

Telephone (optional) ____________________________

FAX (optional) ____________________________

E-mail (optional) ______________________________

Records requested: Provide as much detail as possible to help identify the exact information being sought.
Additional pages may be attached, if necessary.

Do you want to receive copies of the documents? Yes ______ No ______

Or, do you want to review the documents at the Park District office? Yes ______ No ______

If you would like copies of the documents, do you want paper ____ or electronic ____ copies?

Is the request for a commercial purpose? 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 it is requested by the public body.

Are you requesting a fee waiver? Yes ______ No ______

If you are requesting a waiver of 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.

Request submitted via:
E-Mail ______
US Mail ______
Fax ______
In Person ______