



## 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

Freeport Park District  
1122 S. Burchard Avenue  
Freeport, IL 60132

E-Mail: [Contact@freeportparkdistrict.org](mailto: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) \_\_\_\_\_

Request submitted via:

E-Mail \_\_\_\_\_

US Mail \_\_\_\_\_

In Person \_\_\_\_\_

Records requested: *Provide as much detail as possible to help identify the exact information being sought.*

*Additional pages may be attached, if necessary.* \_\_\_\_\_

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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.*