Village of Norridge
4000 N. Olcott Avenue - Norridge, IL 60706
708-453-0800

Freedom of Information Act, 5 ILCS 140/1 et seq., REQUEST FORM

_____

Name

_____

Business

_____

Address

_____

Telephone Number:

If you are willing to have records sent electronically when possible please provide an
E-Mail address:

_____

Records requested:

_____

_____

_____

Check whether request to: ☐ Inspect ☐ Receive a Copy ☐ Receive Certified copy

Is this request for a commercial purpose (the information requested will be used, in any form, for sale, resale, or solicitation or advertisement for sales or services)?

Yes ☐ No ☐

_____

OFFICE USE ONLY

Date received: _____

Response Due: Non-commercial 5 business days after receipt:_____
Commercial 21 business days after receipt:_____

Employee/Department accepting request: _____

Routed to:	Bldg	Eng	Fin	Water	Health	HR	Legal	Plng	Police	Clerk	PW
Initials											
Date Rec.											
Records Provided Yes or No											
Date of Response											

Date of Village response:_____

Granted ☐ Denied ☐ Granted in Part/Denied in Part ☐ No Records ☐

Additional Time Requested: _____