



Freedom of Information Act Request Form

TO: Nestor Zavala
Freedom of Information Officer
North Berwyn Park District
1619 Wesley Avenue
Berwyn IL 60402

FROM: Name _____
Address _____
Phone _____
Email _____

Titles or Description of Records Request:

☐ **THIS REQUEST IS FOR A COMMERCIAL PURPOSE** (You must state whether your request is for a commercial purpose. A request is for a “commercial purpose” if all or any part of the information will be used in any form for sale, resale, or solicitation or advertisement for sales or services. Failure to disclose whether a request is for a commercial purpose is a prosecutable violation of FOIA. 5 ILCS 140.3.1(c))

How would you like your request to be delivered: **1. Email** ____ **2. Mail** ____ **3. Pick up*** ____

*(Available Monday thru -Friday at NBPD, 1619 Wesley Ave by appointment between 9:00am – 5:00pm)

I understand that any payment needs to be received before documents are copied and/or mailed.

Signature

Date

Fees for Requests:

(5 ILCS 140/6(c))

The first fifty (50) pages of the request are free.

The fee charge is fifteen (15) cents after the first fifty (50) pages.

Unless otherwise notified, your request for public records will be compiled within five (5) working days.

Unless otherwise notified, any request for commercial purposes will be compiled within twenty-one (21) days working days.

Nestor Zavala - **Freedom of Information Officer**

Phone: 708-749-4900

Fax: 708-749-4966

Email: nzavala@nbpd4fun.org

*****Office Use Only*****

Date Received _____

Received by Employee: _____

Date Response Due _____

Date Extended Response Due _____

Total Charges _____

Date Documents Copied or Inspected _____