

Village of Winfield

Freedom of Information Act (FOIA) Request Form

Forms may be faxed, mailed, hand-delivered or emailed to klamela@villageofwinfield.com.
Retain a copy of this request for your files. If you need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Please Print

Name: _____

Company/Organization: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Except for a request for commercial purposes, the Village of Winfield has five (5) business days to respond to this request. There is no charge for the first 50 pages of letter or legal sized black and white copies. There is no charge to inspect records only.

Pursuant to 5 ILCS 140/1 et seq., "Freedom of Information Act," I request the following public record(s) from the Village of Winfield. In order to expedite your request, please be as specific as possible.

Description: _____

Inspection _____ Hard Copy _____ Email _____ (Format _____) Fax _____

Is this request for commercial purposes? _____

Requestor's Signature: _____ Date: _____

Documents Received: _____ Date: _____

For Village Use Only

Date/ Time Request Received: _____ Date Request Fulfilled: _____

Date Extension requested: _____

Date Extension granted: _____ New Due Date: _____

Date Requestor Notified: Ready for pick-up: _____ Placed in Mail: _____

Emailed: _____ Faxed: _____