



David Schar  
Chief of Police



A PLACE TO DISCOVER  
**POLICE DEPARTMENT**

27W465 Jewell Road – Winfield, IL 60190  
Telephone: (630) 933-7160 – Fax (630) 668-5541  
[www.villageofwinfield.com](http://www.villageofwinfield.com)

## Freedom of Information Act (FOIA) Request Form

*Forms may be faxed to 630) 668-5541 or if an email address is needed, please call 630)933-7160  
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: \_\_\_\_\_

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**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: \_\_\_\_\_