



Mail general/administration requests to:

Village of Willowbrook
Attn: FOIA Officer
835 Midway Dr, Willowbrook, IL 60527
(630) 323-8215 Fax: (630) 323-0787

Mail police records requests to:

Willowbrook Police Department
Attn: FOIA Officer
7760 Quincy St, Willowbrook, IL 60527
(630) 325-2808 Fax: (630) 323-7915

Date Recd: _____
Date Due: _____
Extension
Date Due: _____

Freedom of Information Act Request

Please type or print

Name _____

Organization (if applicable) _____

Address _____

Daytime Telephone No. (____) _____ Fax No. (____) _____

E-Mail Address _____

Would you like records: Mailed E-Mailed Will pick up at the Village Hall Faxed

Records requested (Please be as specific as possible. Include address, dates/timeframe, type of records, etc. Attach additional pages if necessary):

Is this request for commercial purposes? Yes No

Signature of Requester _____ Date _____

The Village will respond to a request for public records within five (5) business days (21 days for commercial requests) after receipt. A fee may be charged for more than 50 pages of copies or oversized copies.

Village Use Only

Denied Request: Date P.A.C. Notified _____

P.A.C. Response _____

Records Management Use Only

Date Due: _____

Request Route to:

- Police Department Administration Finance Municipal Services
 Water Department Building & Zoning Planning/Community Development

Comments: _____

Ok to be released to Requester: _____ (Village Attorney Signature)