



Chillicothe Park District
Illinois Freedom of Information Act (FOIA)
Request Form

Administrative Office:
100 Park Blvd.
Chillicothe, IL 61523
Ph/Fax: (309 274-3409)

1. Complete the following fields. Please Print

Full Name: _____ Today's Date: ____/____/____

Address: _____
Street City State Zip

Phone: _____ Email: _____

2. Pursuant to 5 ILCS 1401/ et seq., "Freedom of Information Act, "I request the following public record(s) from the Chillicothe Park District:

Four horizontal lines for writing the request details.

3. Would you prefer to (check one):
___ Inspect the documents at the Administrative Office
___ Receive copies of the documents

Note: There is no charge for the first electronic or email copies. There is a \$0.05 charge for black and white letter paper copies. There is no charge to inspect records only.

4. How would you prefer to receive the requested documents? (circle one)

Mail Fax Pick-up Inspect (at the Administrative Office)

5. The purpose of this request is for (check one):
___ Personal Use
___ Commercial Use

It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c). If you are requesting that the public body waive any fees for copying the documents, you must attach a statement for the purpose for the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public 5 ILCS 140/6(c).

Important:

- The Chillicothe Park District has five (5) business days to respond to non-commercial requests, unless cause for a time extension is cited by the Park District pursuant to 5 ILCS 140/3(d).
Please retain a copy of this request for your files, if you need to file a review, you will need to submit a copy of your request.

Requestor's Signature: _____

For Office Use Only

Receiving Agent: _____ Request Received: _____ (Date/Time)
Response Period Expires: _____ (Date/Time) Notes: _____