



VILLAGE OF LISLE
FOIA REQUEST FOR PUBLIC RECORDS

Submit to: Freedom of Information Officer, 925 Burlington Avenue, Lisle, IL 60532.
Requests may be faxed to 630-271-4104, or submitted via email to foiarequest@villageoflisle.org.
Online requests may be made at www.villageoflisle.org. Please call 630-271-4100 with any questions.

REQUESTOR'S CONTACT INFORMATION (Please print clearly):

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ *FAX _____

*EMAIL _____

* If you do not want records sent via email or fax, please leave blank.

1. Do you wish to have the copies certified? [] Yes [] No

2. Is this request for a commercial purpose? [] Yes [] No

Definition of a commercial purpose: The use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement of sales or services. It is a violation of IL FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if asked by the public body. The response time for a commercial FOIA request is 21 business days.

3. Description of records requested. Please be very specific.

Multiple horizontal lines for describing records requested.

OFFICE USE ONLY

Date Received

Due Date
(5 or 21 Business Days)

Extended Due Date

Date of Response