

Please note that you can now file a FOIA request using our online FOIA database at the following link:

[https://orlandparkil.mycusthelp.com/WEBAPP/_rs/\(S\(pbyjetnrb1yhdg1f1jzbgzpm\)\)/supporthome.aspx](https://orlandparkil.mycusthelp.com/WEBAPP/_rs/(S(pbyjetnrb1yhdg1f1jzbgzpm))/supporthome.aspx)



VILLAGE OF ORLAND PARK ILLINOIS
REQUEST FOR PUBLIC RECORDS
UNDER THE FREEDOM OF INFORMATION ACT

From:

Name _____
Business Address _____
Address _____
City/State/Zip _____
Phone Number _____
Fax Number _____
Email Address _____

To:

Freedom Information Act
Village of Orland Park
14700 S Ravinia Ave
Orland Park IL 60462
Phone: 708-403-6150
Fax: 708-403-6153
Email-clerk@orlandpark.org

DESCRIPTION OF REQUESTED PUBLIC RECORD(S): _____

Please indicate if you wish to inspect the public records or wish a copy of them?

Inspection Copy Paper Electronic

Charges:

- Certifying a document: \$1.00
- Copying \$0.15/page after the first 50 pages of black and white letter or legal size
 - Oversized copies \$2.00 each
 - Color copies \$2.00 each
- DVD/DVR \$2.00 each

Do you wish to have these copies certified? Yes No

Is this information to be used for commercial purposes? Yes No

Note: It is a violation of the Freedom of Information Act to knowingly obtain a public record for commercial purposes without disclosing that it is for a commercial purpose.

This request is being made in accordance with the provisions of the Freedom of Information Act, and the undersigned agrees to abide by the requirements of that Act, and to pay all applicable charges involved with the copying of public records including postage costs.

SIGNATURE

FOR OFFICE USE ONLY

Date Received

Date Response Due

Tracking Number

Department Received By

Designated Department