



**Village of Riverwoods**

300 Portwine Road  
Riverwoods, IL 60015  
(847)945-3990



**Freedom of Information Request Form**

Reviews of the request may take up to 5 business days unless the request is made for commercial purposes, in which case it is **21** working days. We will notify you if we require an additional 5 business days to process your request pursuant to Section 140/3(d) of the act.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax or email (if applicable): \_\_\_\_\_

**Request for:**      **Inspection/Review**       **Copies**       **Both**

Pursuant to Section 3.1(c) of the Act, it is a violation of law for a person to knowingly obtain a public record for a commercial purpose without disclosing that the request is made for a commercial purpose, if requested to do so by the Village.

**This request is for a commercial purpose**

**Requested Information:** (Please identify any persons, project names, locations, addresses, dates, documents and/or other information in detail if available)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Requester**

**Do Not Complete-Official Use Only**

**FOIA Request Tracking #:** \_\_\_\_\_

**Date Request Received:** \_\_\_\_\_ **Due Date of Response:** \_\_\_\_\_

Request Granted:  In Person  Mail  Fax/Email

**Time Extension until:** \_\_\_\_\_ **Date of Response:** \_\_\_\_\_

Request Denied:  Fully or  Partially: See Denial Form/Information Attached

\_\_\_\_\_  
**FOIA Officer**