



Freedom of Information Act (FOIA) Request Form

The Lombard Park District makes every effort to comply with the State of Illinois Public Freedom of Information Act (FOIA) that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. FOIA requests may be submitted to the Administrative Offices in person, by mail or by e-mail. Freedom of Information Request Forms may be obtained by calling 630-627-1281 or download a form from the district's website at www.lombardparks.com.

Company or Organization Name (If applicable) _____

Requestor's Name _____ Telephone _____

Cell phone _____ Fax _____

Address _____ E-mail _____

City, State, Zip _____

Is this request for commercial purposes? _____

Information/records being requested (be specific). Also indicate how you prefer to receive your response by mail, e-mail, fax or pickup in person.

Requestor's Signature _____

Date _____

(Do not write below this line-for office use only)

FOIA requests are accepted in person, by mail, fax or e-mail at the following location:
Lombard Park District Administration Offices Attn: Jessica Ramirez
227 W. Parkside Avenue, Lombard IL 60148
Phone 630-627-1281 Fax 630-627-1286
E-mail jramirez@lombardparks.com
(Do not write below this line)

Request received by: _____

Date request received: _____ Date request denied _____

Date response made: _____ Mailed _____ E-mail _____ Fax _____

Time extension requested ___ Yes ___ No Extension due date _____
Five (5) additional business days

Copying Fees (.15 cents per page in excess of 50)

Signature of employee responding
Additional comments on reverse

Signature of FOIA Officer