



WOOD DALE FIRE PROTECTION DISTRICT FREEDOM OF INFORMATION ACT REQUEST FORM

FREEDOM OF INFORMATION OFFICERS:

THOMAS FLANAGAN – tflanagan@wdfd.org

TIMOTHY ROUCKA – troucka@wdfd.org

TERI SARRIS – tsarris@wdfd.org

PATRICIA SMULSKI – pconnolly@wdfd.org

PHONE: 630-766-1147

FACSIMILE: 630-766-7156

NOTE:

This form is provided as a convenience for making Freedom of Information Act (FOIA) requests. You are not required to use it, unless your request is for a commercial purpose. All FOIA requests for commercial purposes must be submitted on this form (see below). All FOIA requests must be in writing and may be submitted by personal delivery or U.S. Mail to the address below or by facsimile or e-mail to one of the FOIA Officers listed above.

TO: Freedom of Information Officer	FROM: Name _____
Wood Dale Fire Protection District	Address _____
589 N. Wood Dale Road	_____
Wood Dale, IL 60191	Phone _____
	E-mail _____

TITLES OR DESCRIPTION OF RECORDS REQUESTED:

(Use attachment if additional space is needed for description of records requested)

CHECK ALL OF THE FOLLOWING THAT ARE APPLICABLE:

- I wish only to inspect these records at the office of the Freedom of Information Officer above. I understand that inspection is available only during regular business hours Monday through Friday (except legal holidays), from 8:30 am to 4:30 pm.
- I request copies of the foregoing records in the following format, if available, and agree to pay the charges as indicated. (If format is not available, you will be contacted and asked to select another.)
- 8 ½ x 11 or legal black and white copy (first 50 pages free, \$0.15 per page above that)
- CD ROM (\$1.00 per disk)
- I request that the copies be sent via U.S. Mail (actual cost of postage)
- I request that the copies be e-mailed to me, if available.

(OVER)

THIS REQUEST IS FOR A COMMERCIAL PURPOSE

(You must state whether your request is for a commercial purpose)

A request for "commercial purpose" is when all or any part of the information will be used in any form for sale, resale, or solicitation or advertisement for sales or services. Failure to disclose whether a request is for a commercial purpose is a prosecutable violation of Freedom Of Information Act

I understand that any required payment must be submitted before any documents are released.

Date

Signature

OFFICE USE ONLY

Please note oral communications or other information on the back of this form.

Freedom Of Information Officer
Signature

Date Request
Received

Date Response
Due

Date Extended
Response Due

Total Charges

Date Documents
Copied or Inspected