



CITY OF BURBANK
6530 WEST 79th STREET
BURBANK, ILLINOIS 60459
Phone: 708-599-5500
Fax: 708-599-8088

Adobe Reader
Required to fill form

E-Mail:
Division Chief William Casey
WCasey@Burbankil.gov
City Clerk:
Clerk@Burbankil.gov

REQUEST FOR PUBLIC RECORDS PURSUANT TO THE ILLINOIS FREEDOM OF INFORMATION ACT

Date Requested: _____

Request Submitted by: E-Mail: U.S. Mail: Fax: In Person:

Name of Requester: _____

*Street Address: _____

*City/State/County/Zip: _____ / _____ / _____ / _____

*Telephone: _____ Fax: _____

*E-Mail Address: _____

(*optional)

Records Requested: Note — Please provide as much specific detail as possible so the City of Burbank may identify the information that you are seeking. You may attach additional pages, if necessary.

- Do you want copies of the documents (no fee for first 50 pages; \$0.15 per page thereafter for black and white copies on standard legal size paper)? YES or NO
- Do you want copies certified (\$1.00 charge per record)? YES or NO
- How is request to be delivered? E-Mail U.S. Mail Fax In Person

**If request is to be mailed, emailed or faxed, please include the correct information above. Please include a telephone number or email so requester can be notified properly when request is ready to be picked up.*

Is this request for a Commercial Purpose? YES / NO

(It is a violation of the Freedom of Information Act for any person to knowingly obtain public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3, I(c).

Are you requesting a fee waiver? YES / NO

(if you are requesting that the City of Burbank waive any fees for copying the documents, you must attach a statement Of the purpose of the request, and whether the purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).

(For Official Use Only)

Date Received: _____ Date Response Due: _____

Date Requested Information was Delivered / Mailed/ Retrieved _____