



Naperville Township Freedom of Information Act (FOIA) Request Form

Administration Building
139 Water Street
Naperville, IL 60540
Phone: (630) 355-2786
Fax: (630) 637-8380
FOIATownship@NapervilleTownship.com

Requestor's Name: _____ Date: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ Email: _____

Public records requested (be specific):

Please indicate how you would prefer to receive the requested records:

Note: There is no charge for the first 50 pages of black and white letter or legal sized copies. There is a \$0.15 charge for each additional page thereafter. There is no charge to inspect records only.

Mail: ___ Email: ___ Fax: ___ Pick-up: ___ Inspection Only: ___

Please indicate the purpose of your request: Personal: ___ Commercial: ___

It is a violation of the Freedom of Information Act for a person to knowingly obtain a 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 140/3.1(c). If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal 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).

FOIA requests must be in writing and are accepted in person or by mail, email, or fax at the Naperville Township Administration Building.

Requestor's Signature: _____

For Office Use Only

Request received by: _____ Date response received: _____

Date response due: _____ Extension Requested: ___ Yes ___ No Extension due date: _____

Date response provided: _____ Response sent by: ___ Mail ___ Email ___ Fax ___ Pick-up ___ Inspection

Copying fees (no charge for first 50 letter or legal sized pages)

\$ _____ \$0.15 per page over 50 pages

\$ _____ Additional fees for oversized pages, color copies, electronic reproduction

\$ _____ Total fees due

Note: additional comments may be written on reverse side of form.