



# 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  
EddieB@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.