TOWN OF CICERO
ILLINOIS FREEDOM OF INFORMATION ACT (FOIA)
ALL REQUESTS MUST BE SUBMITTED DIRECTLY TO
THE TOWN OF CICERO LAW DEPARTMENT

DATE: _____

REQUESTOR'S INFORMATION (PLEASE PRINT CLEARLY)

_____
Prf. First Last

_____
Company/Entity e-mail

_____
Address Number Street City State ZIP

_____ _____
Phone Number Fax Number

DESCRIPTION OF RECORDS REQUESTED: (please provide specific names/addresses/dates and/or information to assist our search.)
_____
_____
_____

DEPARTMENT(S) WHICH MAY HAVE THE RECORDS SOUGHT:
_____
_____

DO YOU PLAN TO USE ANY PART OF THE REQUESTED RECORDS FOR A COMMERCIAL PURPOSE, INCLUDING THE USE OF ANY PART OF THE RECORD(S) FOR SALE, RESALE, SOLICITATION OR ADVERTISMENT? YES_____NO_____

I understand that the Town of Cicero has five (5) business days after the date of receipt by the Town of this request to respond, unless the request is for a commercial purpose, in which case I understand that the Town has twenty-one (21) business days after the receipt by the Town of this request to respond. Initial_____

I understand that if the records responsive to this request exceed fifty (50) pages of black and white, letter or legal size paper, the Town charges $.15 for every page in excess of the fiftieth page to reimburse it for its reproduction costs, unless waiver is in the public interest, and that the requested records will not be released until payment of any applicable reproduction charges has been made via cash or certified check made to the Town of Cicero – FOIA. Initial_____

I understand that it is a violation of the Freedom of Information Act to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, when requested to do so by the public body. Initial_____

Signature of Requester _____