



**Elmhurst Park District  
Request for Public Records  
Under the Illinois Freedom of Information Act**

Company Name (If Applicable) or Organization (If Any)	Business Phone #												
Requestor's Name	Daytime Phone #												
Address	Email												
<input type="checkbox"/> I would like to inspect these items <input type="checkbox"/> I would like copies of these items <input type="checkbox"/> Commercial use													
Pursuant to the Freedom of Information Act describe in detail the public record you are requesting (Attach additional sheets if necessary)													
Please submit your request to:  FOIA Officer Elmhurst Park District 375 West First Street Elmhurst, IL 60126 (630) 993-8900  To submit this form electronically, save it to your computer then e-mail it to FOIA Officer@epd.org	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="padding: 5px;">For Office Use Only:</th> </tr> <tr> <td style="width: 70%; padding: 5px;">Date Request Received:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Date Response Due:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Request Forwarded to and date:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Date Response Sent</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Sender:</td> <td style="padding: 5px;"></td> </tr> </table>	For Office Use Only:		Date Request Received:		Date Response Due:		Request Forwarded to and date:		Date Response Sent		Sender:	
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The Elmhurst Park District will disclose public records as required by the Freedom of Information Act. This includes all public documents except those specifically exempt from coverage under the Act. To review a record, please submit your request in writing or fill out this form (Freedom of Information request). The Elmhurst Park District has five (5) business days to respond to requests for personal use and twenty-one (21) business days to respond to requests for information for commercial use. If a request is denied, the Elmhurst Park District must send a written notification to the person making the request within five (5) business days giving the reasons for the denial and the names and titles of persons responsible for the denial. If the request is denied, you have the right to appeal to the Public Access Counselor with the Attorney General's office (PublicAccess@atg.state.il.us). If you have any questions, please contact the Administration Dept. at (630) 993-8900.