



**THE FOREST PRESERVES OF COOK COUNTY
FREEDOM OF INFORMATION REQUEST**

DESCRIPTION OF RECORDS REQUESTED (Please be specific)

Check here the records are to be use for commercial purposes

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.

REQUESTOR'S CONTACT INFORMATION

NAME _____

BUSINESS/ORGANIZATION NAME _____

EMAIL ADDRESS _____

FAX NUMBER _____

- For non-commercial requests, a response will be made within 5 business days after receipt of this request.
- For all commercial requests, a response will be made within 21 business days after receipt of this request.
- Receipt of fee payment is required before copying of requested record is initiated

<p align="center">FOR OFFICE USE ONLY:</p> <p>Request Received By: _____ (FPDCC Employee)</p> <p>Department: _____</p> <p>Date: _____</p> <p>Internal File No. _____</p>	<p align="center">FOR OFFICE USE ONLY:</p> <p>Request to inspect has been: Approved/ Denied (Circle one)</p> <p>_____ # pages copied TOTAL FEES \$ _____</p> <p>(Pages 1-50 @ no cost/Additional pages @\$0.15 per page)</p>
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