



Village of North Riverside

Freedom of Information Act Request

Written request for inspection or copies of public records.

1. Date of request: _____
2. Name of requester: _____
3. Address: _____
4. Telephone: _____ Email: _____

Records requested: Provide as much specific detail as possible so we can identify the information that you are seeking, attach additional pages if necessary. Please state if requested records need to be certified.

1. If you are requesting copies of documents:
 - Electronic (please specify format): _____
 - Paper
2. Is this request for a commercial purpose? *(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)*
 - Yes
 - No
3. Are you requesting a fee waiver?
 - Yes
 - No

This request can be submitted to the Village via:

Email: foia@northriverside-il.org
Fax: (708) 447-4292
Mail or in person: Village of North Riverside
2401 S DesPlaines Ave
North Riverside IL 60546

Verbal FOIA requests will not be accepted by the Village