

### Freedom of Information Act Request

TO BE FILLED BY REQUESTER

Date: \_\_\_\_\_

Name of Requester: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Requester's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Address associated with request: \_\_\_\_\_

Reports/Document(s) requested: \_\_\_\_\_

Date of Document: \_\_\_\_\_

City Department(s) related to request:

- |                                   |   |  |   |  |                                  |
|-----------------------------------|---|--|---|--|----------------------------------|
| <input type="checkbox"/> Building | <input type="checkbox"/> City Clerk       | <input type="checkbox"/> Code Compliance | <input type="checkbox"/> Collector      | <input type="checkbox"/> Engineering       | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Fire     | <input type="checkbox"/> Human Resources  | <input type="checkbox"/> IT              | <input type="checkbox"/> Mayor's Office | <input type="checkbox"/> Planning & Zoning |                                  |
| <input type="checkbox"/> Police   | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Public Works    | <input type="checkbox"/> Treasurer      | <input type="checkbox"/> Water             |                                  |

The purpose of this request is (choose one):

- Commercial, pursuant to 5 ILCS 140/2(c-10)
- Not Commercial
- In the public interest, so as to qualify for a fee waiver pursuant to 5 ILCS 140/6(c)

\_\_\_\_\_  
Signature of Requester

OFFICE USE ONLY:

Date Received:

Disposition:

- Document immediately available
- Document emailed/ faxed/ mailed to/ picked up by requester on: \_\_\_\_\_ (CIRCE ONE)
- Cost: \_\_\_\_\_ pages @ \$.15/page (Does not include first 50 free)
- Other: \_\_\_\_\_

**NOTE: RETURN THIS FORM TO THE CITY CLERK'S OFFICE ONLY**, either via email at [cityclerk@waukeganil.gov](mailto:cityclerk@waukeganil.gov), fax at (847) 360-9744, in person, or via mail. We are required to answer your request within a number of working days after receipt of the request. The length of time for the reply is dependent upon the type of information requested and the purposes for such information. To the extent possible, the majority of responses will be sent via electronic communication. If you wish to receive printed copies, please so advise us, and be aware that a charge of \$.15/page applies for black and white copies after the first 50 pages.