



Palatine 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 (Street and Number)	Home Phone #			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">City</td> <td style="width: 33%; border: none;">State</td> <td style="width: 33%; border: none;">Zip</td> </tr> </table>	City	State	Zip	E-mail Address
City	State	Zip		
<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 Palatine Park District FOIA Request Community Center Administrative Office 250 E. Wood Street Palatine, IL 60067-5358 (847)991-2127 (fax) To submit this form electronically, save it to your computer then email it to FOIAOfficer@palatineparks.org	For Office Use Only: Date Request Received: _____ Date Response Due: _____ Request Forwarded to: _____ Date: _____ Date Response Sent: _____			

The Palatine 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 Palatine Park District has five (5) business days to respond to the request. If a request is denied, the Palatine 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). *The District has twenty-one (21) business days to respond to a request for information that is made for a commercial purpose. If you have any questions, please contact the Administration Dept. at 847-991-0333.