



City of Lanark

111A South Broad Street, Suite A
Lanark, IL 61046
(815) 493-2431

Freedom of Information Act (FOIA) Request

Requestor Information

Name	Organization (if applicable)
Address	
Phone Number	Email

Records Request

Please describe the public records you are requesting. Be as specific as possible, including subject matter, date range, department(s), or any other identifying details. (Attach additional pages if necessary.)

Additional Information

Format of Records Requested ☐ Paper Copies ☐ Electronic Copies (via email or USB) ☐ Inspect In-Person	Purpose of Request (Check one): ☐ Personal Use ☐ Commercial Use (<i>must be disclosed under Illinois law</i>) ☐ News Media/Journalistic Use ☐ Public Interest/Non-Commercial Research	Fee Notification If fees exceed \$25, would you like to be notified before the request is processed? ☐ Yes ☐ No
--	--	---

Signature and Date

I hereby request the above information pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.) and certify that the information provided is accurate to the best of my knowledge.

Signature	Date
-----------	------

City of Lanark Use Only

Date Received	Received By	Due Date (5 Business Days)
☐ Extension Invoked (5 additional days) ☐ Completed ☐ Denied ☐ Partially Granted/Denied		