Village of Clarendon Hills

1 North Prospect Avenue
Clarendon Hills, Illinois 60514-1292
www.clarendonhills.us

Phone (630) 286-5400
Fax (630) 286-5409
Admin@clarendonhills.us

REQUEST FOR RECORDS UNDER THE FREEDOM OF INFORMATION ACT

FOIA-95-1

NAME: _____ **BUSINESS:** _____
PLEASE PRINT PLEASE PRINT

ADDRESS: _____

TELEPHONE: HOME: _____ **OFFICE:** _____

DATE OF REQUEST: _____ **FAX:** _____

Please describe below the public records you are requesting. In order to expedite the search for records, please be specific.

_____

_____

_____

_____

Please indicate if you wish to review material or require copies. After the first 50 copies, a $0.15 per standard page copying charge is applied to all requests. For large copy requests, a deposit may be required.

_____ **Copy** _____ **Inspect** _____ **Both**

The Village of Clarendon Hills will respond to this request within five (5) working days.

_____
Signature of person making request

(FOR OFFICE USE ONLY)

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