



550 W. Irving Park Road • Itasca, Illinois 60143-2018  
630.773.0835 • Fax 630.773.2505 • www.itasca.com

**REQUEST TO INSPECT PUBLIC RECORDS UNDER THE  
ILLINOIS FREEDOM OF INFORMATION ACT**

TO: Village Of Itasca, Village Clerk, 550 W. Irving Park Road, Itasca, IL 60143-2018

NAME OF REQUESTER (please print): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE (please specify "home", "work", "cellular") \_\_\_\_\_

PERSON OR ENTITY REPRESENTED: \_\_\_\_\_

PUBLIC RECORD(S) REQUESTED (be specific) \_\_\_\_\_

I REQUEST A COPY OF THE FOLLOWING RECORD(S):

\_\_\_\_\_  
\_\_\_\_\_

I REQUEST A "CERTIFIED" COPY OF THE FOLLOWING RECORD(S):

\_\_\_\_\_  
\_\_\_\_\_

I understand that I may be charged 20 cents per page for copying documents; 25 cents per page if "certified".

\_\_\_\_\_  
(Date submitted)

\_\_\_\_\_  
(Signature)

*Unless otherwise notified, your request for public records will be complied with within seven (7) working days after its receipt.*

DO NOT WRITE IN THIS SPACE:

\_\_\_\_\_  
(Date request received by Village of Itasca to be filled in by Custodian of Public Records)

**FORM A**