

TOWNSHIP OF BERWYN



"A Tradition of Service"

FOIA 18-_____

REQUEST FOR PUBLIC RECORDS

RETURN ALL REQUESTS TO TOWNSHIP CLERK'S OFFICE: 6700 W. 26TH ST. Berwyn, IL 60402
FAX: 708-788-2675 / E-MAIL: mapul@ci.berwyn.il.us or lguerrier@ci.berwyn.il.us

REQUESTOR'S INFORMATION (PLEASE PRINT CLEARLY)

(Name) First Last (Company/Entity (If Applicable))

(Address) Number Street City State Zip

Phone Number Fax Number E-Mail

DESCRIPTION OF DOCUMENTS REQUESTED: (Please provide specific names/addresses/dates or other information to assist our search.)

Please indicate if the requested records are **for a commercial purpose:** Yes No

Note: Failure to disclose a request for commercial purpose is against the law & violators will be prosecuted.

I would like to receive the requested records by: (Please check one)

In-person Inspection U.S. Mail Fax E-mail Certified Copy by U.S. Mail (\$1.00)

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Date Received: _____ Due Date: _____

By: _____

Forwarded To: **Township** **708 Mental Health Board**

Remarks:

Reviewed by FOIA Officer:

Date:

Approved Denied (In whole) (In Part)

Office of Township Clerk Margaret Paul 6700 W. 26th Street, Berwyn, IL 60402
(708) 749-6451 Mpaul@ci.berwyn.il.us