Village of Green Oaks
2020 O'Plaine Road · Green Oaks, IL 60048 · (847)362-5363 · Fax (847)362-5375

FREEDOM OF INFORMATION ACT
REQUEST FORM

Requestorôs Name _____ Date Request Received _____

Address _____ Request No.# _____

_____ Request Received By: _____
Title

Telephone No.# _____

Records Sought (Be as specific as possible):

_____

_____

_____

_____

_____

_____
Signature of Requestor

(For Office Use Only)

Date Response Due _____ Date Response Made _____

Copies Made _____ How Many _____ Cost _____

Time taken to fill request, hours: _____

Extension to _____ Extension Notice Sent _____
(Date) (Attach Copy) (Date)

Denied: _____ _____
(Attach Copy) (Date) Signature of Person Responding