



VILLAGE OF CHANNAHON REQUEST FOR RECORDS
24555 S. Navajo Drive, Channahon, IL 60410-3334
 Phone 815-467-5152 Fax 815-467-9300
www.channahon.org

Date of request: _____

Name of person making request: _____

Full address: _____

Telephone: _____ Fax: _____ Email: _____

Describe below the public records you are requesting and state whether you wish to inspect and/or be provided with a copy of such records.

Is this request for Commercial Purposes? Yes No

The Village of Channahon will respond to the above request within five (5) working days from the above date unless one or more of the seven (7) reasons for an extension of time provided for in Section 3 (d) of the Freedom of Information Act are invoked by the Village. Any commercial purpose requests have up to twenty-one (21) working days

 Signature of person making request

Copying fees are fifteen cents (.15¢) per page after the first 50 pages of black and white for each request. Other fees may apply depending upon the request.

FOR OFFICE USE ONLY - ROUTING OF REQUEST TO THE FOLLOWING DEPARTMENT:

Action Taken: _____

- Administrative
- Development
- Finance
- Police
- Public Works

Processed By: _____

 Administrator's Signature

 Date

Fee: _____

Released to: _____ By: _____ Date: _____