



Proviso Township

4565 Harrison St., Hillside, IL. 60162

Telephone: (708) 449-4300 – Website: provisotownship.com

Official Use Only

Received by: _____

Date Received: _____

Freedom of Information Act (FOIA) Request Form

Freedom of Information Act, Authority: 5 ILCS 140, et seq.

Proviso Township does not honor verbal FOIA requests

Requestor's Name: _____

Requestor's Address: _____

Requestor's Phone Number: _____

Requestor's Email Address: _____

Date of Request: _____

Response Format:

☐ Inspect Records at Township Office

☐ Hard Copy

☐ Electronic

☐ Email

☐ USPS Standard Mail

Comments: _____

Please Allow Five Business Days after receiving your request to process the information

Describe Information Requested: _____

Date(s) of Occurrence(s): _____

Purpose: Will the information from these records be used in any form for sale, resale, or solicitation or advertising purposes? Yes _____ or No _____

The first fifty (50) pages of a black and white, letter and/or legal, document will be free of charge. All subsequent pages will be charged at \$.15 per page. All requests shall be made in writing. Deliver to the township, 4565 Harrison St., Hillside, IL., 60162, via email at foia@provisotownship.illinois.gov or at the website, provisotownship.com.

Signature of Requestor: _____