

**Request for public records in accordance with the Freedom of Information Act**



**City of Berwyn**  
**Margaret Paul, City Clerk**  
 6700 W 26<sup>th</sup> Street • Berwyn IL 60402  
 Ph: (708) 788-2660 Fax: (708) 788-2675  
 Berwyn-IL.gov  
[mpaul@ci.berwyn.il.us](mailto:mpaul@ci.berwyn.il.us)  
[sanderson@ci.berwyn.il.us](mailto:sanderson@ci.berwyn.il.us)

**18-** \_\_\_\_\_

<b>1</b> REQUESTOR	FULL NAME	ORGANIZATION
	MAILING ADDRESS	CITY/ZIP
	AREA CODE & PHONE	FAX
	EMAIL	
<b>2</b> INFORMATION REQUESTED	<i>Be specific: Provide names, addresses, dates and any other information which will aid in responding to your request.</i>	
	<p><b>Is this request for commercial purposes?</b>   <input type="checkbox"/> YES   <input type="checkbox"/> NO</p> <p>Failure to disclose a request is for commercial purposes is against the law and violators may be prosecuted.</p>	
<b>3</b> DELIVERY	<input type="checkbox"/> I will inspect the documents in the Clerk’s Office. <input type="checkbox"/> Deliver documents to me via: <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Call me for pick-up <input type="checkbox"/> I request certification of these documents. \$1.00 fee. <p><b>NOTE:</b> The first 50 black &amp; white, letter or legal size copies are free; additional pages are \$.15 each. Other sizes or color pages are charged at cost.</p>	

Rec'd by/Date

**DUE DATE:**

BLDG   WATER   FINANCE   COLLECTOR   FIRE   POLICE   ADMIN   CLERK   IT   PW   LEGAL   OTHER

REMARKS

REVIEWED BY

DATE

Approved

Denied