



# CITY OF ZION FREEDOM OF INFORMATION ACT REQUEST

**FOR OFFICE USE ONLY:**

Received On: \_\_\_\_\_

Deadline Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Name of Requestor: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone No.: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Person or Entity Represented: \_\_\_\_\_

Please describe in detail, addresses, dates and time frame, of the document(s) being requested: \_\_\_\_\_

Preferred method of delivery: \_\_\_\_\_ \*\*Inspection \_\_\_\_\_ Copies by Postal Mail \_\_\_\_\_ Copies by Email \_\_\_\_\_  
\_\_\_\_\_ Pick up documents in person

**\*\*If your document request is for inspection, an appointment must be made with the City Clerk to view the documents during regular business hours.**

Purpose of Request:

\_\_\_\_\_ Research Personal Information

\_\_\_\_\_ Commercial Use

\_\_\_\_\_ Other: (Please Specify) \_\_\_\_\_

Signature of Requesting Party: \_\_\_\_\_

Unless otherwise noted, your request for public records will be compiled within five (5) business days after its receipt.  
If documents are over 50 pages, there will be a charge of \$.15 per page thereafter.

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Delivered to Requestor by: Mail on \_\_\_\_\_ In Person on \_\_\_\_\_ Fax on \_\_\_\_\_ E-mail on \_\_\_\_\_

or notified Requestor: for and extension on \_\_\_\_\_ or a Denial on \_\_\_\_\_

Request fulfilled by: \_\_\_\_\_