



Village of Melrose Park
Freedom of Information Act Request Form

Mary Ann Paolantonio, Village Clerk/FOIA Officer
1000 N. 25th Ave. Melrose Park, Illinois 60160
Telephone (708) 343-4000 Fax (708) 343-4605
Email: foia@melrosepark.org

Requestor's Name: _____
(and company, if applicable)

Requestor's Address: _____
Street City State Zip

Requestor's Telephone No.: _____

Describe in detail the public records you are seeking, and the time period:
(Use back for more space)

Is this request for a commercial purpose? _____

How would you like the documents?

Pick Up at Village Office: _____

E-Mail Address: _____

Mailing Address: _____

Other: _____

Fees: Inspection _____ Copy _____
(No Charge) (No Charge for first 50 pages)

The Village will respond within five business days of the request date unless an extension of time is necessary.

Signature of Requestor: _____

(For Office Use)

Date of Request: _____ Time of Request: _____ a.m./p.m.

Request Accepted By _____

Request Routing: Village Clerk _____ Police Dept. _____
Fire Dept. _____ Building Dept. _____
Public Works _____ Code Enforcement _____
Administration _____ Other _____