

APPENDIX

REQUEST FOR PUBLIC RECORDS

VILLAGE OF NEW LENOX, ILLINOIS

**TO: Laura Ruhl, Village Clerk
FOIA Officer
Village of New Lenox
1 Veterans Parkway
Fax: 815-462-6449**

**FROM: _____
(Name)**

(Address)

(Phone Number)

DESCRIPTION OF REQUESTED RECORD(S):

PLEASE INDICATE IF YOU WISH TO HAVE THE DOCUMENTS:

EMAILED **FAXED** **MAILED**

EMAIL _____ **FAX#** _____

DO YOU WISH TO HAVE COPIES CERTIFIED? _____

FOR OFFICE USE ONLY:

DATE RECEIVED

DATE RESPONSE DUE (5 Working Days)