

PEORIA HEIGHTS FIRE DEPARTMENT FOIA REQUEST

Note to Requester: Retain a copy of this request for your files. Additional information to assist in processing this request may be found in the Illinois Compiled Statutes (5 ILCS 140/)

All FOIA requests can be submitted by mail (to the address below), by e-mail (FOIA@peoriaheightsfire.org), by fax (309-686-4910) or in person at the Peoria Heights Village Hall Water Office (please submit this request to them in a sealed envelope marked PHFD FOIA).

Name and Address of Public Body Receiving Request: **Peoria Heights Fire Department, 4901 N Prospect Rd, Peoria Heights, IL 61616**

Date Requested: _____

Request Submitted By: ___ E-mail ___ U.S. Mail ___ Fax ___ In Person

Name of Requester: _____

Street Address: _____

City/State/County Zip (required): _____

Telephone: _____ E-mail: _____

Fax (Optional): _____

Records Requested: **Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

Do you want copies of the documents? YES or NO

--Do you want Electronic Copies or Paper Copies? _____

--If you want Electronic Copies, in what format? _____

Is this request for a Commercial Purpose? YES or NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

The Fire Department may charge a fee for the processing of your FOIA request pursuant to 5 ILCS 140/6. Please indicate the maximum dollar amount you are willing to pay for the processing of your request. This agency will contact you if the estimated fees are greater than the amount entered.

Are you requesting a fee waiver? YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).