



**Office of Village Clerk
Village of River Grove**

Marjorie A. Manchen, Clerk
2621 North Thatcher Avenue
River Grove, Illinois 60171-1698
Telephone (708) 453-8000 • Fax (708) 453-0761

FREEDOM OF INFORMATION REQUEST FORM

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 _____ Certification _____
(No Charge) (No Charge for 1st 50 Copies) (\$00.75)

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 & Time of Request: _____, 20 _____ a.m./p.m.

Request Accepted By _____

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

Request Number _____