



WRITTEN REQUEST FORM FOR INSPECTION OR COPYING OF PUBLIC RECORDS

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

Individual Making Request: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Please describe the public records you are requesting. In order to expedite the search for records, please be specific.

\_\_\_\_\_
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Please indicate if you wish to review materials or require copies. There is a copying fee per page.

\_\_\_\_\_ Copy \_\_\_\_\_ Review

I understand that the City of Crest Hill will respond to this request within five (5) business days. If this request requires an extension, I will be notified in writing that additional time is needed.

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

Office Use Only

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

How Received: In Person: \_\_\_\_\_ By Mail: \_\_\_\_\_ By Fax: \_\_\_\_\_ By Email: \_\_\_\_\_

Routed To: \_\_\_\_\_

Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

No. of Copies: \_\_\_\_\_ Fee: \_\_\_\_\_

Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_