Hampshire Fire Protection District

202 Washington Avenue · Hampshire, Illinois 60140-7629 · (847) 683-2629

FREEDOM OF INFORMATION ACT REQUEST

Written Request for Public Records · Illinois Freedom of Information Act (5 ILCS 140)

To: FOIA Officer, Hampshire Fire Protection District

1. REQUESTER INFORMATION

Name of Requester

Organization / Company (if applicable)

Mailing Address

City

State

ZIP Code

Email

Phone Number

2. TYPE OF REQUEST

I/We request to (check one or both):

- ☐ Inspect the records at the Hampshire Fire Protection District Administrative Office
- ☐ Receive copies of the records

Preferred format for copies: ☐ Electronic (email) ☐ Paper copies

3. RECORDS REQUESTED

Please be as specific as possible (record type, dates, addresses, incident numbers). Attach additional pages if needed.

4. COMMERCIAL PURPOSE & FEES

Will the records, or information derived from them, be used for sale, resale, solicitation, or advertisement for sales or services? ☐ Yes ☐ No

I understand that if I request copies, I may be charged a fee as permitted by the Illinois Freedom of Information Act, and that payment may be required before copies are provided.

Signature of Requester — type your full name to sign electronically

Date of Request

To submit: Click Email Completed Form. If the button does not work, save this form and email it as an attachment to foia@hampshirefire.org.

Email Completed Form

Works in Adobe Acrobat or Reader

OFFICE USE ONLY *Due 5 business days after receipt (21 business days if commercial purpose is Yes). Day 1 is the first business day after receipt.*

Date Received

Response Due

Extended Due Date (if any)

Date Fulfilled

Pages / Records Provided

Fee Charged

Handled By

Disposition

☐ Granted ☐ Partial ☐ Denied

Smoke alarms save lives.