



Barrington
Township

Clerk's Office
Daniel P. Fitzgerald

Town Hall: 602 S. Hough St • Barrington, IL 60010
Phone: 847-381-5632 x101 Fax: 847-381-0623
E-mail: info@barringtonwpil.gov

**REQUEST FOR RECORDS IN ACCORDANCE
WITH THE FREEDOM OF INFORMATION ACT**

I am requesting to: Copy ☐ Inspect ☐ Certified ☐, the following public records:

Information Requested: _____

Will this information be used for commercial purposes? Yes ☐ No ☐

Electronic Copy ☐ (email to info@barringtonwpil.gov) Paper Copy ☐

If paper copies are requested, the charge will be a standard charge per copy (each side). Certification of documents is an added standard charge per document requested.

A response to your request will be made within five working days of receipt of this request.

Please return with a copy of this request on _____.

Requested By:

Name/Company: _____

Address: _____

City/State/Zip: _____ Phone: _____

FOR OFFICE USE ONLY

Date Request Received: _____

By: _____
Print Name

Signature

Number of Photocopies: _____ Photocopying Fees: _____ Total Cost: _____

Form of Payment: _____ Paid in Full ☐

Request Taken: _____ Date: _____ Time: _____

Information Given By: _____ Date: _____ Time: _____

Additional Time Requested By: _____ Date: _____ Time: _____

Denial Sent By: _____ Date: _____ Time: _____

Authorized By: _____