Clerk's Office
Daniel P. Fitzgerald

Barrington Township

Town Hall: 602 S. Hough St • Barrington, IL 60010
Phone: 847-381-5632 **Fax:** 847-381-0623
E-mail: foia@barringtontownship.com

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 foia@barringtontownship.com) **Paper Copy ☐**

If paper copies are requested, the charge will be .02 cents per copy (each side). Certification of documents is an additional $N/A.

A response to your request will be made within five working days of the 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: _____