



**Fox Valley Park District  
Freedom of Information Act (FOIA)  
Request Form**

The Fox Valley Park District makes every effort to comply with the State of Illinois Public Freedom of Information Act (FOIA) that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. FOIA requests may be submitted to the Administration office in person, by mail, fax or e-mail at the addresses below. Freedom of Information Request Forms may be obtained by calling 630-897-0516 or downloaded from the District's website [www.foxvalleyparkdistrict.org](http://www.foxvalleyparkdistrict.org). On the website you will also find a summary of the District's mission statement and purpose, organizational charts, operating budget, the number and location of all of its separate offices, the number of full and part-time employees and identification of the District's board members.

Requestor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Information/records being requested (*be specific*). Also indicate how you prefer to receive your response: by mail, e-mail, fax or pick up in person.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

**FOIA requests are accepted in person, by mail, fax or e-mail at the following location:  
FOX VALLEY PARK DISTRICT ADMINISTRATION OFFICE (office hours 8:00 a.m. to 5:00 p.m. Monday to Friday)  
Attention: FOIA Officers Debbie Thompson or Jazmin Villa  
101 W. Illinois Ave  
Aurora, IL 60506  
Fax: 630-897-2080**

E-Mail: [dthompson@fvpd.net](mailto:dthompson@fvpd.net) or [jvilla@fvpd.net](mailto:jvilla@fvpd.net)

(Do not write below this line – for office use only)

Request received by: \_\_\_\_\_ Title: \_\_\_\_\_

Date response received: \_\_\_\_\_ Date response denied: \_\_\_\_\_ Date response due: \_\_\_\_\_  
Five (5) business days

Date response made: \_\_\_\_\_ Mailed \_\_\_\_\_ E-Mailed \_\_\_\_\_ Faxed \_\_\_\_\_

Time extension requested \_\_\_ Yes \_\_\_ No Extension due date \_\_\_\_\_  
Five (5) additional business days

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\$ \_\_\_\_\_ Total Fees Due

\_\_\_\_\_  
Signature of Employee Responding

\_\_\_\_\_  
Signature of FOIA Officer

**Note:** Additional comments may be written on reverse side of form.