Request for public records in accordance with the Freedom of Information Act



City of Berwyn Margaret Paul, City Clerk 6700 W 26th Street • Berwyn IL 60402 Ph: (708) 788-2660 Fax: (708) 788-2675 Berwyn-IL.gov

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	FULL NAME	ORGANIZATION						
1	MAILING ADDRESS	CITY/ZIP						
1	AREA CODE & PHONE	FAX						
REQUESTOR	EMAIL							
	Be specific: Provide names, addresses, dates and any other information which will aid in responding to your request							
2								
INFORMATION REQUESTED								
REQUESTED	Is this request for commercial purposes? ☐ YES ☐ NO							
	Failure to disclose a request is for commercial purposes is against the law and violators may be prosecuted.							
	☐ I will inspect the documents in the Clerk's Office.							
3	 □ Deliver documents to me via: □ Fax □ Email □ U.S. Mail □ Call me for pick-up □ I request certification of these documents. \$1.00 fee. 							
DELIVERY	NOTE: The first 50 black & white, letter or legal size copies are free; additional pages are \$.15 each. Other sizes or color pages are charged at cost.							
Rec'd by/Date	DUE DATE:							
□BLDG □WATER □FINANCE □COLLECTOR □FIRE □POLICE □ADMIN □CLERK □IT □PW □LEGAL □OTHER								
REMARKS								
REVIEWED BY		DATE	□ Approved	□ Denied				