



**Village of Matteson**

4900 Village Commons

Matteson, IL 60443

Phone 708-283-4900 Fax 708-748-5196

FOIA@villageofmatteson.org

**Freedom of Information Act (FOIA) Request**

TO Angela Simington, Chief FOIA Officer

Date: \_\_\_\_\_

I hereby request permission to inspect or receive copies of the following public records:  
*(Please describe the documents/record requested to the best of your ability)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this request for commercial purposes? yes \_\_\_\_\_ no \_\_\_\_\_

\_\_\_\_\_  
Name of Requester *(Please print)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
email address

\_\_\_\_\_  
phone number

\_\_\_\_\_  
fax number

**For Office Use Only**

\_\_\_\_\_  
Date Received Village of Matteson

\_\_\_\_\_  
Received By (Name of Village Staff)

\_\_\_\_\_  
Delivery Mode (Personal Delivery, U.S. Mail, Fax, E-mail)

\_\_\_\_\_  
Date Rcvd. By FOIA Officer

\_\_\_\_\_  
Reply By Date

\_\_\_\_\_  
Extension Needed? (yes or no)

\_\_\_\_\_  
*Adjusted Reply by Date*

\_\_\_\_\_  
Date of Response to Request

\_\_\_\_\_  
Replied By (Name of Village Staff)