



Matteson Police Department

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Freedom of Information Act (FOIA) Request
(Complying with Public Act 96-542, effective January 1, 2010)

TO: Matteson Police FOIA Officer

Date: _____

I hereby request permission to inspect or receive copies of the following public records: *(Please describe in detail the documents/record requested to the best of your ability to include case number, names, dates, times, location, etc.).* Requests for documents will be returned by email.

Is this request for commercial purposes? yes _____ no _____

Name of Requester *(Please print)*

Signature

Street Address

City

State

Zip Code

Clearly Legible 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)