



**Matteson Police Department**

20500 S. Cicero Ave.

Matteson, IL 60443

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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)