

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



**City of Berwyn**  
**Margaret Paul, City Clerk**  
 6700 W 26<sup>th</sup> Street • Berwyn IL 60402  
 Ph: (708) 788-2660 Fax: (708) 788-2675  
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[mpaul@ci.berwyn.il.us](mailto:mpaul@ci.berwyn.il.us)  
[sanderson@ci.berwyn.il.us](mailto:sanderson@ci.berwyn.il.us)

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|-----------------------------------|---|--------------|
| <b>1</b><br>REQUESTOR             | FULL NAME   | ORGANIZATION |
|                                   | MAILING ADDRESS   | CITY/ZIP     |
|                                   | AREA CODE & PHONE   | FAX          |
|                                   | EMAIL   |              |
| <b>2</b><br>INFORMATION REQUESTED | <i>Be specific: Provide names, addresses, dates and any other information which will aid in responding to your request.</i><br><hr/> <hr/> <hr/> <hr/>  |              |
|                                   | <p><b>Is this request for commercial purposes? <input type="checkbox"/> YES <input type="checkbox"/> NO</b></p> <p>Failure to disclose a request is for commercial purposes is against the law and violators may be prosecuted.</p>   |              |
| <b>3</b><br>DELIVERY              | <input type="checkbox"/> I will inspect the documents in the Clerk’s Office.<br><input type="checkbox"/> Deliver documents to me via: <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Call me for pick-up<br><input type="checkbox"/> I request certification of these documents. \$1.00 fee.<br><p><b>NOTE:</b> The first 50 black &amp; white, letter or legal size copies are free; additional pages are \$.15 each.<br/>Other sizes or color pages are charged at cost.</p> |              |

Rec'd by/Date

**DUE DATE:**

BLDG WATER FINANCE COLLECTOR FIRE POLICE ADMIN CLERK IT PW LEGAL OTHER

REMARKS

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REVIEWED BY

DATE

Approved

Denied