

Village Of North Pekin

206 Lincoln Blvd.

North Pekin, IL 61554

(309) 382-3464 - phone

(309) 382-2697 - fax

Request For Public Records (FOIA)

From: _____

Name

Address

Phone #

E-mail

Description of Requested Records _____

Please indicate if you wish to inspect the above-described records, or wish a copy of the same:

☐ Inspection

☐ Copy

☐ Both

Do you wish to have copies certified?

☐

Yes

☐

No

Signature of person requesting records

date of request

Signature of person- records were received or inspected

date received/inspected

.....
Office Use Only:

Date request received: _____ Date request due: _____ Employee Initials _____

Date request filled: _____ Employee initials _____

Notes regarding verbal communications: