FOIA Request No. _____ **Date Received: _____**

Above fields for office use only

Village of Riverton, Illinois
Request for Public Records Pursuant to Freedom of Information Act

Request to: ☐ **Receive a copy of Records** ☐ **Inspect Records and designate Records to be copied**

Preferred Delivery Method (*upon payment of balance due, if any, and postage, if mailed*):

☐ **Pick up records in person** ☐ **Mail to address below**
☐ **Fax to number below** ☐ **E-mail to address below**

Note: there is no charge for the first 50 pages of 8.5 x 11 inch paper records; for other types of documents or for additional documents, charges are as set forth in the Riverton FOIA ordinance. Fax or e-mail delivery is entirely at discretion of Village and will be at no charge to the recipient. E-mail delivery will be of scanned documents in pdf format.

Describe the public record(s) as specifically as possible *(Please print or type; use continuation sheet if necessary)*:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

_____ _____
Signature of Requestor **Date**

Print name: _____

Address: _____

_____

Phone: _____ **Fax:** _____ **E-mail:** _____