

Christina McCann  
Fremont Township Clerk  
847-223-2847 or Clerk@fremonttownship.com  
22385 W. IL Rt. 60  
Mundelein, IL 60060

Date: \_\_\_\_\_

**OFFICIAL WRITTEN REQUEST FOR INFORMATION**

I hereby request a copy of the following public records from Fremont Township:  
(Please be specific so we can locate the correct records for you)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Please indicate if you would like to inspect \_\_\_\_\_ or copy \_\_\_\_\_ records.
- An appointment is necessary to inspect public records. There is a charge of \$.15/copy after first 50 copies.
- Your request will be responded to within five (5) working days after receipt of this request. If additional time is needed, you will be notified. If your request is denied, you may file an appeal as allowed in the Illinois Compiled Statutes Section 3 (5ILCS 140/3).

COMPANY: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE/FAX: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

E-MAIL \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTOR

\*\*\*\*\*  
FOR OFFICE USE ONLY:

Date Request Received \_\_\_\_\_

Date Responded \_\_\_\_\_

Request Fulfilled \_\_\_\_\_

Request Denied: Full \_\_\_\_\_  
Partial \_\_\_\_\_

Copies of the above records were copied or inspected and delivered to said individual on

\_\_\_\_\_, 201\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Fremont Township FOIA Officer