



COUNTRYSIDE FIRE PROTECTION DISTRICT
600 N. DEERPATH DRIVE – VERNON HILLS, IL 60061
 Office: (847) 367-5511 Fax: (847) 367-5521

FREEDOM OF INFORMATION REQUEST

Date Request Received ___/___/___

Requestor's Name _____ Title / Agency Name _____

Requesting records on behalf of _____
 (Note: Patient's medical authorization form is required with CFPD FOIA form if requesting medical records on behalf of a client.)

Requestor's Mailing Address _____
 Address / City / State / Zip Code

Send Records via Mail Fax No. _____ Email _____

If you wish to receive the records via mail, please provide mailing address (if different from requestor's mailing address)

 Address / City / State / Zip Code

Requestor's Signature _____

RECORDS REQUESTED

(Please provide a detailed description of the records you are seeking)

CFPD Incident # _____ (if applicable)

(AGENCY USE ONLY)

RESPONSE FROM AGENCY: Countryside Fire Protection District

RECORDS MADE AVAILABLE: YES ___ NO ___ COPIES: YES ___ NO ___ HOW MANY: ___

REQUEST DENIED: _____ WHY? _____

FEE:\$ _____ ADDITIONAL FEES: PHOTOS \$ _____ OTHER \$ _____

AGENCY COMMENTS: _____

Record Keeper's Signature: _____ Date _____

The agency will respond to a request for public records within seven (7) working days after it's receipt. If your request is denied, you may file an appeal. The appeal should be addressed to the Chief of Countryside Fire Protection District.