

FREEDOM OF INFORMATION ACT REQUEST FOR PUBLIC RECORDS

(Suggested form; other written requests are acceptable)

Forms may be faxed, mailed, hand-delivered or e-mailed to the City of Wheaton.

TO: Freedom of Information Act Officer, City of Wheaton, Illinois: Please direct your request one of the following [FOIA Officers](https://www.wheaton.il.us/524/City-of-Wheaton-FOIA-Officers)
(<https://www.wheaton.il.us/524/City-of-Wheaton-FOIA-Officers>) or

Mail to: Wheaton City Hall, 303 W Wesley Street, Wheaton, IL 60187

Fax: 630-260-2017

DESCRIPTION OF RECORDS REQUESTED:

I request the following public records of the City of Wheaton (please be as specific and as detailed as possible):

For Building Department Records specify:

Address: _____

Remodel or Addition Date: _____ Date Range for Permits/Inspections: _____

Are You the Property Owner: Yes No

For Police Department Records specify:

Date of Incident Report: _____ Incident Number: _____

Location of Incident: _____

Detailed Description of Incident: _____
