



City of Villa Park

PR

Request for Public Records

Upon receipt of a request for City records, the City shall determine within ten (10) days if the records are accessible and available within the City's records system and notify the citizen of such determination (GCS 6250-6261).

PHOTOCOPY FEE: Minimum 25 cents per page, payable to the City of Villa Park

REQUESTOR		
Name:	Phone:	
Address:		
City:	State:	Zip:
DESCRIBE THE SPECIFIC PUBLIC RECORDS REQUEST		

FOR OFFICE USE ONLY	
Date of Request:	Date Due:
Date Citizen Notified:	No. of Copies:
Copy Fee:	Total Charges: