



# ORLAND FIRE PROTECTION DISTRICT

## *Written Request for FOIA Records*

Please submit request to (708) 349-0354 (**fax**), k.sullivan@orlandfire.org (**e-mail**), or 9790 W. 151st Street, Orland Park, IL 60462 (**mail or person**). If submitted via e-mail, please use "FOIA Request" as the subject line to identify your e-mail and to reduce the possibility of it being filtered as spam.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Fire Report     Car Fire     Ambulance Report     Hazardous Spill     Other

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Detailed Description:**

I am requesting to inspect these records at the Orland Fire Protection District Administration Office.

I am requesting to receive copies of these records from the Orland Fire Protection District. I understand that I will receive 50 printed pages free of charge (black and white letter or legal sized) but will be charged a set fee of \$0.15 per every printed page after that. I will pay this charge in full when the copies are picked up.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_