

# City of Olney

## FIRE DEPARTMENT

---

501 N. Walnut St. Olney, Illinois 62450 Ph. 618-392-6341 Fax 618-392-0356  
 http://www.olneyfd.com olneyfd@cityofolney.com

### REQUEST FOR INFORMATION

Date of Request: \_\_\_\_\_

Specific Record Being Requested: \_\_\_\_\_

For Inspection Only: Yes  No  Copy of Record Requested: Yes  No

Means of Delivery: Mail  Fax  Email  \_\_\_\_\_

*By my signature below, I acknowledge that photocopies are 15¢ per page after the first 50 pages, audio/electronic fees will be the cost of purchasing the recording medium, and if copies are to be mailed to me, the copies must be mailed via certified mail at my expense at a cost of approximately \$6.96 plus any additional postage required. I also understand that all fees must be prepaid. Commercial requesters will be charged \$10.00 for each hour after the first 8 hours spent searching for and retrieving a requested record, or examining the record for necessary redactions.*

Requested By: \_\_\_\_\_  
Name Signature

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

*Please submit the completed form to the Olney Fire Department, Attn. FOIA Request,  
 501 N. Walnut Street, Olney, IL 62450. This form may also be faxed to (618) 392-0356.*

●●●●●●●●●●●●●●●●●●●●●●●●OFFICE USE ONLY●●●●●●●●●●●●●●●●●●●●●●●●

Date/Time Received: \_\_\_\_\_ Person Accepting: \_\_\_\_\_

Received By: Mail  Telephone  Fax  Walk-In  Email

Commercial Request: Yes  No

Fee(s): No Charge  Cost to Provide Copy \$ \_\_\_\_\_ Fee Receipt # \_\_\_\_\_

Date Record Provided: \_\_\_\_\_

Means of Delivery: Mail  Fax  Email  \_\_\_\_\_

Place, Time and Date Record Available for Inspection: \_\_\_\_\_

Explanation for Cause for Delay (If Applicable): \_\_\_\_\_

If request is DENIED, date written statement explaining denial provided: \_\_\_\_\_