



**GLENSIDE FIRE PROTECTION DISTRICT  
FREEDOM OF INFORMATION ACT  
WRITTEN REQUEST FOR RECORDS**

Request Submitted to: FOIA Officer – Laura Haiden or Richard Cassady, Fire Chief  
Glenside Fire Protection District  
1608 Bloomingdale Road, Glendale Heights, IL 60139  
Fax: (630) 668-5396 Email: [info@glensidefire.org](mailto:info@glensidefire.org)

Date Requested: \_\_\_\_\_

Name of Requester: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

Contact Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

(I), (We), are hereby requesting that (I) (We)

inspect the following records at the Glenside Fire Protection District Administrative Office

receive copies of the following records from the Glenside Fire Protection District

I understand that if I request that the records be copied, I will be charged a fee of \$0.15 per page (black & white) and \$0.25 per page (color) after the first 50 copies for the cost of copying due in full at the time I receive the copies. Each record certified shall cost \$1.00. The cost for a photo disk is \$2.00.

Records Requested: Please be specific in listing records – include incident date, names, location, etc. to help identify the information you are seeking.

For office use only:  
Date Request Received \_\_\_\_\_ Received By: \_\_\_\_\_

Request Received By:  Fax  Email  US Mail  In Person Drop Off

FOIA Officer Signature: \_\_\_\_\_ Date Request Due: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Notes: Fax  Email  US Mail  Pickup