

FREEDOM OF INFORMATION ACT

APPENDIX A

REQUEST FOR PUBLIC RECORDS

TO: \_\_\_\_\_  
FOIA OFFICER

FROM: \_\_\_\_\_  
NAME

Vermilion County Administration Building  
201 N. Vermilion St., Room 218A  
Danville, IL 61832

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
PHONE NUMBER

DESCRIPTION OF REQUEST RECORD(S)

PLEASE INDICATE IF YOU WISH TO INSPECT THE ABOVE-CAPTIONED RECORDS OR WISH  
A COPY OF THEM:

\_\_\_\_\_ INSPECTION      \_\_\_\_\_ COPY      \_\_\_\_\_ BOTH

\_\_\_\_\_  
FOR OFFICE USE ONLY:

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
DATE RESPONSE DUE

NOTATIONS REGARDING ORAL COMMUNICATION OR OTHER ITEM: