

**GENEVA TOWNSHIP ASSESSOR  
FREEDOM OF INFORMATION ACT (FOIA)  
REQUEST FORM**

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

Requestor's Name \_\_\_\_\_

Telephone (optional) \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/County Zip (required) \_\_\_\_\_

E-mail (optional) \_\_\_\_\_

Fax (optional) \_\_\_\_\_

Information/records being requested (be specific). You may attach additional pages, if necessary. Also indicate how you prefer to receive your response: by mail, e-mail, fax or pick up in person.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is this request for a Commercial Purpose? YES or NO**

*(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).*

\_\_\_\_\_  
*Requestor's Signature*

***FOIA requests are accepted in person, by mail, fax or e-mail at the following location:  
Geneva Township Assessor (office hours 8:30 a.m. to 4:30 p.m. Monday – Friday)  
Attention: FOIA Officer Sue DeWolf  
400 Wheeler Drive, Geneva, IL 60134  
Phone: 630/232-3605 Fax: 630/232-9289  
E-mail: [sdewolf@genevatownship.com](mailto:sdewolf@genevatownship.com)***