

COOK COUNTY RECORDER OF DEEDS

EMPLOYMENT PLAN REPORT REQUEST FORM

PLEASE LEGIBLY PRINT THE BELOW INFORMATION, AND RETURN TO THE DESIGNATED ADDRESS(ES)

REQUESTER'S INFORMATION

NAME OF REQUESTER	DATE OF REQUEST
ADDRESS OF REQUESTER (INCLUDING CITY, STATE & ZIP CODE PLEASE)	
REQUESTER'S EMAIL ADDRESS	REQUESTER PHONE NUMBER (IF ?'S ARISE)

PREFERRED DELIVERY METHOD

THIS FORM NEED ONLY BE COMPLETED & SUBMITTED IF YOU (THE REQUESTER) CHOOSE TO SUBMIT THIS REQUEST TO OUR DIRECTOR OF COMPLIANCE VIA MAIL OR IN PERSON. YOU MAY ALSO SUBMIT A REQUEST FOR A SECTION IV, N & M, RECORDER'S REPORT IN RESPONSE TO CERTAIN FINDINGS OR RECOMMENDATIONS VIA EMAIL BY SENDING AN EMAIL TO THE DIRECTOR OF COMPLIANCE, ALEXIS SERIO AT ALEXIS.SERIO@COOKCOUNTYIL.GOV WITH "SECTION IV REPORTS REQUEST" IN THE SUBJECT LINE, WITH YOUR RETURN CONTACT INFORMATION IN THE BODY OF THE EMAIL. ACCORDINGLY, PLEASE INDICATE BELOW HOW YOU WOULD LIKE YOUR REQUEST FULFILLED.

<p><u>MAIL</u></p> <p><small>SEND TO: 118 N. CLARK ST., RM. 230, CHI., IL 60602 (ATTENTION: DIRECTOR OF COMPLIANCE)</small></p> <div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>	<p><u>IN-PERSON</u></p> <p><small>VISIT: 118 N. CLARK ST., RM. 230, CHI., IL 60602 (ATTENTION: DIRECTOR OF COMPLIANCE)</small></p> <div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>	<p><u>EMAIL</u></p> <p><small>SEND TO: ALEXIS.SERIO@COOKCOUNTYIL.GOV</small></p> <div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
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SUPPLEMENTARY INFO

PLEASE INCLUDE ANY CASE NUMBERS OR SPECIFIC INFORMATION TO IDENTIFY THE REPORT YOU ARE REQUESTING, AS WELL AS ANY SUPPLEMENTARY INFORMATION YOU THINK WILL ASSIST.

Recorder's Report	DOC Incident Report	BOTH REPORTS	
			CASE NUMBER ABOVE

PLEASE INCLUDE ANY ADDITIONAL INFORMATION AS NECESSARY ABOVE

AUTHORIZATION

BY SIGNING AND DATING BELOW, I DO HEREBY AUTHORIZE THE COOK COUNTY RECORDER OF DEEDS & ITS DIRECTOR OF COMPLIANCE TO PERFORM AND FULFILL THE ABOVE REFERENCED SEARCH REQUEST. FURTHERMORE, I ALSO ACKNOWLEDGE MY UNDERSTANDING THAT THIS IS NOT A FOIA REQUEST, AND SHOULD I WANT TO SUBMIT SUCH A REQUEST, I SHOULD DO SO VIA THE CCRD WEBSITE BY VISITING THE "FORMS" PAGE. FINALLY, MY SIGNATURE BELOW ALSO INDICATES MY UNDERSTANDING THAT THE DISSEMINATION OR DELIVERY OF THE REPORTS WILL BE HANDLED IN ACCORDANCE WITH THE APPLICABLE SECTIONS ABOVE, AND AS OUTLINED IN THE CCRD EMPLOYMENT PLAN.

REQUESTER'S SIGNATURE	DATE
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