

FOIA REQUEST

** PLEASE NOTE: Although we are providing this form for your convenience and to expedite your request, you are not required, pursuant to Illinois State Statute, to use this format for your request. Additionally, please retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request. **

Name and Address of Public Body Receiving Request: _____

Date Requested: _____

Request Submitted By: ___ E-mail ___ U.S. Mail ___ Fax ___ In Person

Name of Requester: _____

Street Address: _____

City/State/County Zip (required): _____

Telephone: _____ E-mail (Optional): _____

Fax (Optional): _____

Records Requested: *Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary. _____

--Do you want copies of the documents? YES or NO

--Do you want *Electronic Copies (if available) or Paper Copies? _____

(* Pursuant to Illinois State Statute this office is only required to produce electronic copies in the format in which they are maintained.)

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)).

Are you news media or a non-profit, scientific or academic organization? YES or NO

Are you requesting a fee waiver? YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).