



# FOIA Request Form

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

Request submitted by:  E-mail  U.S. Mail  Fax  In Person

Name of requester: \_\_\_\_\_

Street address: \_\_\_\_\_

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

Telephone (optional): \_\_\_\_\_ Email (optional) \_\_\_\_\_

## Records Requested:

Please provide as much 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 or paper copies? \_\_\_\_\_

-If you want electronic copies, in what format? \_\_\_\_\_

**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 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).

**Note to requester:** 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