



## Freedom of Information Act (FOIA) Request Form

**Note to requestor:** Retain a copy of this request for your files. Should you need to file a Request for Review with the Public Access Counselor, you will need a copy of your FOIA request.

Name and Address of Public Body Receiving Request:

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Date of Request: \_\_\_\_\_

Request Submitted by:      E-Mail              U.S. Post Service              Fax              In Person

Name of Requestor: \_\_\_\_\_

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

City, State, Zip (required): \_\_\_\_\_

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

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

E-Mail (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.*

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Do you want copies of the documents?      Yes              No  
Should they be                                      Electronic              Paper  
If electronic, what format? \_\_\_\_\_

Is this request for commercial purpose?      Yes              No  
*(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for 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              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)).*