



## FREEDOM OF INFORMATION REQUEST

### Requestor's Information

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

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

Company/Organization: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Requestor's E-Mail Address: \_\_\_\_\_

Information Format Requested:                      Paper                      ~~E~~lectronic                      ~~WWW~~Inspection Only

Is this request for Commercial Purposes?                      Yes                      ~~WWW~~No

*NOTICE: 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                      ~~WWW~~No

*NOTICE: The FOIA permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records. 5 ILCS 140/6. 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).*

### Records Request

Under the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be as specific as your knowledge of the available records will allow. But it is more important to describe the information you are seeking.]**