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Freedom of Information Act Request (FOIA) Form

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 _____

Fax: _____

Records Requested: **Provide as much specific detail as possible so that 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 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 commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5ILCS 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. 5ILCS 140.3.1 (c).