



FREEDOM OF INFORMATION ACT REQUEST

The Freedom of Information Act (FOIA) is an act in relation to access of public records and documents. Other State or Federal laws such as the Privacy and Security Act or the Juvenile Court Act may take precedence over the Freedom of Information Act and may prevent your access to all or part of the information you have requested. **CRIMINAL HISTORY INFORMATION IS EXEMPT FROM THE ILLINOIS FREEDOM OF INFORMATION ACT.**

The Act allows us **five (5) business days, excluding weekends and holidays** to comply with your request. You will be notified by mail as to whether your request was approved or denied. If denied, the reason for denial will be included in your letter. If approved, your letter will indicate when and where your copy will be made available. The first fifty (50) pages are free for black and white copies. There is a 10 cent fee for each additional copied page of information. Any fee is payable upon receipt of documents.

Note to Requester: Retain a copy of this request for your files. If you should need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Date Requested _____

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

Name of Requester _____

Street Address _____

City/State/Zip _____

Telephone _____ Email _____

Records Requested *(Provide as much specific detail as possible to assist the public body in identifying the information you are seeking. You may attach additional pages if necessary.)*

Do you want copies of the documents? ☐ Yes ☐ No

Do you want *paper copies* ☐ Yes ☐ No OR *electronic copies* ☐ Yes ☐ No (If yes, what format do you prefer?) _____

Is this request for a Commercial Purpose? ☐ Yes ☐ 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 140.1(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)).