



Internal Use Only:
Date Received: _____
By: _____
Respond by Date: _____

Freedom of Information Act Request

Note to Requester: Retain a copy of this request for your files

Date Requested: _____

Request Submitted By: [] E-mail [] U.S. Mail [] Fax [] In Person

Name of Requester: _____

Street Address: _____

City/State/County Zip: _____

Telephone: _____ Fax: _____

E-Mail: _____

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. List the property PIN Numbers (required).

PLEASE ALLOW FIVE (5) BUSINESS DAYS TO PROCESS ALL REQUESTS*

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? _____

- Property Record Cards are \$0.50 each and not subject to the first 50 pages free. Refer to 35ILCS 200/9-20.
• Public entities may not charge fees for the first 50 pages of standard black and white copies.
• After the first 50 pages, the fee for black and white copies shall be \$0.15 per page.
• Color copies will be charged at the actual cost of reproduction.
• Electronic copies requested on a disc will be charged the actual cost of purchasing the recording medium.
• Records requiring certification will be charged \$1.00 per record.
• If the documents are to be sent by US mail, there is also a charge for postage.

*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)). Commercial requests will be responded to within 21 business days of receipt.

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)).

For more information about the Freedom of Information Act visit the Illinois Attorney General's website at

www.illinoisattorneygeneral.gov

Date Received: _____ By: (name/signature) _____