



FREEDOM OF INFORMATION ACT REQUEST FORM

Requester's Name: _____ Date Requested: _____

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

Preferred method of delivery: E-mail Fax Other (Specify)

Request Received by: _____

Requester is representing: _____

Address: _____

Telephone Number: _____ Cell Phone Number: _____

Fax Number: _____ Email Address: _____

Records Requested: Provide as much specific detail as possible so the public body can identify the information that you are seeking. For example, include address and PIN number of property, if applicable. You may attach additional pages, if necessary.

Do you want copies of the documents? YES 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 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)).

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)).

This public body shall comply with or deny a request within five working days. Response time can be extended an additional five working days, as allowed under the law.

Signature of Requester

- Please complete the form and mail, fax, email or hand deliver directly to the FOIA Officer in the Lake County Sheriff's Department. Illinois law does not require you to submit on a standard form.
- Please complete and submit a FOIA request form to:

Lake County Sheriff's Office, FOIA Officer:
sherifffoia@lakecountyil.gov
Phone: 847.377.4200
Fax: 847.984.5974
Mail: Lake County Sheriff's Office, 25 S. Martin Luther King Jr.
Avenue, Waukegan, IL 60085
- Copy Fees: First 50 pages are free (black & white), \$.15 per page thereafter; Actual costs of copying for color copies.