



Freedom of Information Act Request Form

Requestor'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: _____

Requestor is Representing: _____

Requestor's Address: _____

Requestor's Telephone Number: _____

Requestor's Cell Phone Number: _____

Requestor's Fax Number: _____ Requestor's 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 a request for a Commercial Purpose? YES NO

Note: 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 for printed copies? YES NO

Note: There are no fees for electronic copies or for the first 50 pages of printed black and white copies. For printed black and white copies above 50 pages, the fee is 15 cents per page. Color copies will be billed at actual cost. If you are requesting a fee waiver, you must attach a statement explaining why your request for information is in the public's – and not simply the requester's – interest and merits a fee waiver. FOIA requests are considered in the public interest "if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit." 5 ILCS 140/6(c).

The 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.

- Please complete the form and mail, fax, email or hand deliver directly to the FOIA Officer in the department for which the records are being sought. (Information is available at www.lakecountyil.gov/FOIA or by calling **847-377-2550**). Illinois law does not require you to submit on a standard form.
- If you do not know which department maintains the records you are seeking, please complete and submit a FOIA request form to:

Lake County Communications

Email: communications@lakecountyil.gov

Phone: 847-377-2550

Fax: 847-984-5732

Mail:

Lake County Administrator's Office

18 N. County Street

9th Floor, Waukegan, IL 60085