



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 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 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 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)).

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 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 North County Street
9th Floor, Waukegan, IL 60085
- Copy Fees: First 50 pages are free (black & white), \$.15 per page thereafter; Actual costs of copying for color copies.