

SAMPLE FOIA REQUEST

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

Name and Address of Public Body Receiving Request: Illinois Tollway
2700 Ogden Ave., Downers Grove, IL 60515

Date Requested: 9/23/2015

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

Name of Requester: Heather Besaw

Street Address ████████████████████

City/State/County Zip (required): ████████████████████

Telephone (Optional): ████████████████ E-mail (Optional): ████████████████

Fax (Optional): _____

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.*

I need all **audio recordings** and **written transcript (via pdf email)** between the Illinois Tollway and me beginning from 8/12/15 to 9/22/15. I called the 800-824-7277 from two phone numbers ██████████ and ██████████. The Ipass division regarding violations and missed tolls. Ive been in contact with Kristy “with a K” and Tom Nemecc.

Do you want copies of the documents? YES or NO -----YES-----
--Do you want Electronic Copies or Paper Copies? Electronic
--If you want Electronic Copies, in what format? PDF

Is this request for a Commercial Purpose? YES or NO -----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 -----YES-----
(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)).