



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 Avenue, Downers Grove, IL 60515

Date Requested: _____ **Request Submitted By:** Email U.S. Mail Fax In Person

Name of Requester: _____

Street Address: _____

City/State/County/ZIP: _____

Telephone: _____ **Email:** _____

Fax: _____

Records Requested: _____

Do you want copies of the documents? Yes No
Paper Copies Electronic Copies If electronic, 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 1400.3.1.(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 of legal rights of the general public. 5 ILCS 140/(6)).