



FOIA BUDDY

# Illinois

## Standard Illinois Public Records Request Form

Good communication is vital in the open records process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary.

AGENCY NAME OF REQUEST: \_\_\_\_\_ (Attn: AORO)

Date of Request: \_\_\_\_\_ Submitted via:  Email  U.S. Mail  Fax  In Person

### PERSON MAKING REQUEST:

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**RECORDS REQUESTED:** Pursuant to **Illinois Freedom of Information Act, 5 ILCS 140**, I request the opportunity to inspect or obtain copies of public records related to:

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- DO YOU WANT COPIES?**  Yes, electronic copies preferred if available  
 Yes, printed copies preferred  
 No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies?  Yes (*may be subject to additional costs*)  No

In the event of a charge, I also seek a waiver of all fees based on the public interest nature of the requested information. Kindly respond within the required **5 days**. If access to the requested records is delayed, please inform me of the anticipated timeline for copies or inspection.

In the event of a denial, please specify each exemption justifying the refusal and outline the appeal procedures available under the law.

*NOTE: In most cases, a completed open records request form is a public record.*

More information about open records request is available at <https://foiabuddy.com>

*Form updated May 11, 2024*

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