

Freedom of Information Act Request for Public Records

****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.****

Send To: *Freedom of Information Officer
State Universities Civil Service System
1717 Philo Road, Suite 24
Urbana, IL 61802-6099
Fax No.: 217/278-3159
Email address: FOIA@sucss.illinois.gov*

Date Requested: _____

Request Submitted by: E-mail US Mail Fax In Person

Name of Requester: _____

Street Address: _____

City/State/County Zip (requires): _____

Telephone (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.*

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 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 request to do so by the public body. 5 ILCS 140/3.1(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 or legal rights of the general public body. 5 ILCS 140/6(c)).

