

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 (required): _____

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 requested to do so by the public body. 5 ILCS 140/3.1(c)).