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:
CHICAGO METROPOLITAN AGENCY FOR PLANNING
233 South Wacker Drive
Suite 800, Willis Tower
Chicago, IL  60606

Date Requested: _____________________________________________________

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

Name of Requester: ___________________________________________________

Street Address: _______________________________________________________

City/State/County Zip (required): _________________________________________

Telephone (Optional): ______________ Fax (Optional): ____________________

E-mail (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  or  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  or  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).

Are you requesting a fee waiver?  YES  or  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. 5 ILCS 140/6).