Jo Daviess County, Illinois
REQUEST FOR PUBLIC RECORDS
Under the Illinois Freedom of Information Act (FOIA)

*** Note to Requestor: 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. ***

Requestor's name	Telephone #
Address	Cell phone #
City State ZIP	E-Mail address

Do you wish to inspect or receive a copy of the requested records? Inspect ☐ Copy ☐

If requesting a copy, what format (paper or electronic – if feasible)? _____

Which Jo Daviess County office/department are you requesting records from? _____

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.*

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))

- Please complete the form and mail, fax, or hand deliver directly to a FOIA officer in the department for which the records are being sought. Emails are acceptable, but requests must be contained in the body of the message. County offices are not required to open attachments or external links to view a request.
- Copy fees: For black and white, letter or legal sized copies, the first 50 pages are free, any additional pages will be charged at $0.15 per page. Color and abnormal size copies will be charged the actual cost of copying.
- Other fees may apply for the actual cost for reproducing records but shall not include personnel costs

Signature of the requestor _____ Date _____

FOR OFFICE USE ONLY:

Date request received: _____ Date response due: _____

Responses are due within 5 business days after receipt of the request unless the time is properly extended under Section 3(e) of the Act (5 ILCS 140/3)
Responses to requests for records to be used for a commercial purpose are due within 21 working days after receipt as defined in Section 3.1 of the Act (5 ILCS 140/3.1)

FOIA officer responsible for the request: _____ Date response sent: _____

Are the requested records exempt under FOIA and therefore the request is denied? Yes ☐ No ☐

Description of records provided: _____

Fees that apply (if applicable): _____

Date fee payment received: _____ Amount: $_____ Payment: ☐ Cash ☐ Check #_____

Amount of staff time spent responding to this request: _____