



Request For Document Review or Document Copy

Freedom of Information Act (2010)

Stephenson County, Illinois

Request Submitted By:	Fax		U.S. Mail		In person		E-Mail	
Name of Public Body Receiving Request:					Address			
					City	State	Zip	
Date Requested:				Date Response Due: (5 business days)				
Name of Requester: <small>(Requester information is required)</small>					Street Address:			
					City	State	Zip	
Telephone (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		NO			
Electronic copies in the following format:					I wish merely to be given an opportunity to examine the documents			
Paper copies (up to 50 at no cost)								
Is this request for a Commercial Purpose?								
(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)).								
Are you requesting a fee waiver?								
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(c)								

****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.****