



CITY OF CHICAGO • FREEDOM OF INFORMATION REQUEST

PLEASE PRINT CLEARLY

Name of Requester	Date Requested
Organization of Requester	Telephone
Complete Address of Requester	
Email Address	

DOCUMENTS / RECORDS REQUESTED

YOU MUST SPECIFY WHICH DOCUMENTS YOU ARE SEEKING:

IS THIS REQUEST FOR A COMMERCIAL PURPOSE? YES NO

Commercial Purpose means the use of records for sale or solicitation. 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 ILC 140.3.1 (c)

Signature of Requester: _____

The agency will respond to a request for public records within five (5) working days after its receipt. If your request is denied, you may file an appeal. Appeals should be addressed to the Public Access Counselor.