

## **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: Illinois Tollway  
2700 Ogden Avenue, Downers Grove, IL 60515

Date Requested: February 26, 2017

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

Name of Requester: John Boline, PLS - HR Green

Street Address: 420 Front Street, Suite 100

City/State/County Zip (required): McHenry, IL 60050

Telephone (Optional): \_\_\_\_\_ E-mail (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.*

HR Green is performing survey work which requires right-of-way verification and determination. We  
are requesting plats, plans and deeds for I-94 between Dundee Road and Tower Road. The area is  
Section 12, Township 42 North, Range 12 East.

Do you want copies of the documents? YES or NO

--Do you want Electronic Copies or Paper Copies? Electronic

--If you want Electronic Copies, in what format? pdf or image files

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 140.3.1(c)).*

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(c)).*