

# Freedom of Information Act Request Form

## Office of the Illinois Secretary of State



FOIA Officer  
115 S. LaSalle St.  
Ste. 300  
Chicago, IL 60603  
312-814-1779  
312-814-5958 (fax)  
ilsos.gov

Date _____
Requestor's Name _____
Company _____
Address _____
City, State, ZIP _____
Phone Number _____
Requestor's Email Address _____

**RECORDS SOUGHT:** List records requested below. Please be specific.

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Requestor's Signature \_\_\_\_\_

Return completed FOIA Request Form to: Illinois Secretary of State, FOIA Officer, 115 S. LaSalle St., Ste. 300, Chicago, IL 60603; fax to 312-814-5958; or email to FOIARequest@ilsos.gov.

If your request is denied, you may file an appeal to: Public Access Bureau, Illinois Attorney General, 500 S. 2nd Street, Springfield, IL 62701; fax to 217-782-1396; or email to Public.Access@ilag.gov.

### (FOR DEPARTMENT USE ONLY)

#### RESPONSE:

Records made available:  Date \_\_\_\_\_

Request denied and reason:  \_\_\_\_\_

Copies made:  Yes

No

Number \_\_\_\_\_

Media Exemption

Fee paid \$ \_\_\_\_\_

Other (attach correspondence):

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Date Stamp Receipt
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