



**Regarding fees: (Check one)**

In order to determine what, if any, processing fees may apply, please indicate the intended use of the requested records.

<input type="checkbox"/>	Commercial use
<input type="checkbox"/>	Educational use
<input type="checkbox"/>	Non-commercial scientific institution

<input type="checkbox"/>	News media
<input type="checkbox"/>	Other (private use)

*There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a .15-cent-per-page charge. Digital files can usually be provided at no fee, but if requested on a specific form of digital media, the actual cost of that media will be charged.*

*If you wish to request a waiver of copying fees, please include a specific explanation as to why your request for information is in the public interest, not simply your personal interest, and merits a fee waiver.*

Are you requesting a waiver of fees? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, attach explanation as to why this is merited.)

*Information sought for commercial use may be subject to additional fees. (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.)*

Request Submitted by:

**Name:** \_\_\_\_\_

**Business:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

*Please submit any authorization to release information which may be applicable.*

I wish for the requested information to be emailed or faxed to the email/fax number below, rather than a hard copy mailed to the address provided:

\*LETAC public records are maintained in various media formats that may include paper, digital images, and computerized records. In certain situations information cannot be cost effectively extracted onto a paper or an electronic format. In these situations, special arrangements for your onsite inspection will be made in accordance with the Freedom of Information Act, and the use of commercial copy vendors, may be necessary.

**Regarding denial of a request:** As outlined in 5 ILCS 140/7, there are certain types of records exempt from FOIA, to enable public bodies to keep confidential certain types of sensitive public records. If your request is denied, in whole or in part, you may file an appeal to: Public Access Appeal Officer, Illinois Attorney General, 100 W. Randolph, 12<sup>th</sup> Floor, Chicago, IL 60601.

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**OFFICE USE ONLY:** Date Received: \_\_\_\_\_ Deadline for Response: \_\_\_\_\_ Date of Compliance: \_\_\_\_\_

If Request Denied, State Reason: \_\_\_\_\_