



FOIA REQUEST FORM

Requester's Name _____

Business Name _____
If applying on behalf of a business or private corporation

Address _____

Phone _____

Fax _____

Email _____

1. Information Requested – You may use the reverse if more room is needed.

2. Purpose

3. How do you want the information delivered?

- Fax (if less than 10 pages)
- E-mail (if file size will permit)
- USPS (may include cost of postage)
- Will Pick-up (you will be called when request is completed)

4. What format do you want to receive the requested data? *We will do our best to accommodate your preferred format. Some formats may require additional time to produce.*

- Paper Copies
- Excel
- TIF
- OTHER _____
- Compact Disc
- PDF
- JPG _____

5. In order to help determine status to assess fees, select

- An individual seeking information for personal use
- Affiliate with an educational or non-commercial institution and this request is made for scholarly purpose
- Affiliate with a private corporation and seeking information for use in company business
- A representative of the media and this request is made part of news gathering and not for commercial use
- Other _____

6. If media, media name _____

Type of media Newspaper Radio Television Internet Magazine Other _____

7. What is the maximum amount of money that you are willing to pay for this information?

\$ _____ flat fee OR \$ _____ per parcel

Signed _____

Dated _____

PLEASE RETURN REQUEST TO ONE OF THE FOLLOWING:
 401 West State Street, Suite 100
 Rockford, Illinois 61101-1228
 T 815.965.0300 | F 815.965.8968 E jessicahorstman@twp.rockford.il.us