



Internal Use
Date Received: _____

FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

The Freedom of Information Act (FOIA) is a state law that provides citizens with access to public records. As each City department is a separate agency responsible for maintaining its own records, requests should be submitted directly to the department responsible for maintaining the desired records.

*Please note: FOIA requests are public information. Upon submitting a FOIA request, the requestor's name and stated request will be uploaded onto the [BACP FOIA Log](#) and part of the public domain.

To submit a BACP FOIA request:

Online: Chicago.gov/FOIA

Email: Complete the form below and send to BACPFIOA@cityofchicago.org

Mail: Complete the form below and send to Chicago Department Business Affairs and Consumer Protection, Attn: FOIA, 121 N. LaSalle St., Rm. 805, Chicago, IL 60602

Describe the Record(s) Requested:

We encourage you to be as specific and focused as possible when making your request. This will help our efforts to provide you with an appropriate, timely response.

Contact Information:

Date Requested: _____

Name of Requester: _____

Organization of Requester: _____

Email Address: _____

Telephone: _____

Complete Postal Address of Requester: _____

Preferred Method to receive records: Electronic via [Customer Portal](#) Postal Mail

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 first disclosing its intended use. 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 Illinois Office of the Attorney General Public Access Counselor.