

Freedom of Information Act Request Form

Note to Requester: This form is designed to provide you with helpful guidance on how to submit a FOIA request. You do not need to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your files.

Following to be filled out by Department Employee:

Request Submitted to: FOIA Officer
 Chicago Police Board
 2 North LaSalle Street, Suite M800
 Chicago, Illinois 60602
 CPBFOIA@cityofchicago.org

*Please note that each City department is a separate public body under FOIA law. As such, your request must be made to the specific City department that holds the records you are requesting.

Following to Be Filled out by Requester:

Records Requested (provide as much specific detail as possible to help identify the records that you are seeking. Additional pages may be attached, if necessary):

Date Requested: _____

Request Submitted by: E-mail U.S. Mail In Person

Name of Requester: _____

Street Address: _____

City/State/Zip: _____

Telephone (Optional): _____ E-mail (Optional): _____

How would like to receive copies of the documents:

Do you want paper copies or electronic copies? Paper Electronic

If you want paper copies, the FOIA Officer will contact you when your documents are ready for pickup from the telephone number or email you provided above.

If you want electronic copies, please indicate the format in which you would like to receive them: _____

You will be provided documents in the electronic format requested, if feasible.

Is this request for a commercial purpose? _____ YES _____ 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 it is requested to do so by the public body. 5 ILCS 140.3.1(c).

Are you requesting a fee waiver? _____ YES _____ NO

If you are requesting a waiver of any fees for copying the documents, you must provide a statement below demonstrating that this request is considered to be in the public's interest and that this request is not for personal or commercial benefit. 5 ILCS 140/6(c).

Statement of Purpose (required only if a fee waiver is being requested; additional pages may be attached, if necessary):

Additional Resources

Submit your request and access documents online at: <https://chicagoil.govqa.us/>

For information about Chicago FOIA visit: <https://www.chicago.gov/city/en/progs/foia.html>

For additional information and FAQ visit: <https://foiapac.ilag.gov/>