



**FREEDOM OF INFORMATION ACT REQUEST FORM**

Requester's Name: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Request Submitted By: \_\_\_\_\_ E-mail \_\_\_\_\_ U.S. Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person

Preferred method of delivery: \_\_\_\_\_ E-mail \_\_\_\_\_ Fax \_\_\_\_\_ Other (Specify)

Request Received by: \_\_\_\_\_

Requestor is representing: \_\_\_\_\_

Requestor Address: \_\_\_\_\_

Requestor Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Records Requested: \*Provide as much specific detail as possible including **Address and PIN Number of Property** so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This public body shall comply with or deny a request within five working days. Response time can be extended an additional five working days, as allowed under the law.

\_\_\_\_\_  
Signature of Requester

For information pertaining to the Lake County Planning, Building and Development Department, please complete this form and return it to:

Terry Kuss, FOIA Officer  
Lake County Planning, Building and Development Department  
847.377.2600 Fax: 847.984.5854  
[lcpermits@lakecountyil.gov](mailto:lcpermits@lakecountyil.gov)

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(For Office Use Only)

Date Response Due \_\_\_\_\_ Date Response Made \_\_\_\_\_

Copies Made \_\_\_\_\_ How Many? \_\_\_\_\_ Cost \_\_\_\_\_

Time taken to fill request (hours)? \_\_\_\_\_

Extension to \_\_\_\_\_ Extension Notice Sent \_\_\_\_\_ Denied \_\_\_\_\_  
(Date) (Date) (Date)

Signature of Employee Responding \_\_\_\_\_

Do you want copies of the documents? YES or NO

- o Do you want Electronic Copies or Paper Copies?
- o If you want Electronic Copies, in what format?

Is this request for a Commercial Purpose? YES or 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 requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

This public body shall comply with or deny a request within five working days. Response time can be extended an additional five working days, as allowed under the law.

- Please complete the form and mail, fax, email or hand deliver directly to the FOIA Officer in the department for which the records are being sought. (Information is available at [www.lakecountyil.gov/FOIA](http://www.lakecountyil.gov/FOIA) or by calling 847-377-2550). Illinois law does not require you to submit on a standard form.
- If you do not know which department maintains the records you are seeking, please complete and submit a FOIA request form to:  
Lake County Communications, FOIA Officer Jennie Vana  
Email: [communications@lakecountyil.gov](mailto:communications@lakecountyil.gov)  
Phone: 847.377.2550  
Fax: 847.984.5732  
Mail: Lake County Administrator's Office, 18 North County Street  
9th Floor, Waukegan, IL 60085
- Copy Fees: First 50 pages are free (black & white), \$.15 per page thereafter; Actual costs of copying for color copies.