



## Illinois Department of Revenue

# FOIA-1 Freedom of Information Act Request

Do not write in this box. Official use only.

### General Instructions

Use this form to request information or public records under the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1, *et seq.*). If you have questions or need assistance, email [REV.FOIA@Illinois.gov](mailto:REV.FOIA@Illinois.gov) or call 217 782-0985.

### Requestor Information

Name	Business name or affiliation
Street address	Email address
City	( ) -
State	Telephone
ZIP Code	/ /
Signature	Date

### Reason for Request

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).*

Do you want paper or electronic copies? ☐ Paper ☐ Electronic

What format are you requesting for the electronic copies? \_\_\_\_\_

Are you requesting a fee waiver? ☐ Yes ☐ No

*If you are requesting a waiver of 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).*

### Records Requested

Provide as much specific detail as possible. *Additional pages may be attached, if necessary.*

Submit completed form to: Email [REV.FOIA@Illinois.gov](mailto:REV.FOIA@Illinois.gov)

Fax 217 524-3402

Mail ILLINOIS DEPARTMENT OF REVENUE FOIA OFFICER  
101 W JEFFERSON ST MC 6-595  
SPRINGFIELD IL 62702