

# FREEDOM OF INFORMATION ACT REQUEST FORM



SECRETARY OF STATE  
**POLICE**  
110 E. Adams  
Springfield, IL 62701

|                  |                  |        |
|------------------|------------------|--------|
| Requestor's Name | Date             |        |
| Address          | Telephone Number |        |
| City/State       | ZIP Code         | County |
| Email            |                  |        |

- Records Sought (Be specific):** \_\_\_\_\_  
\_\_\_\_\_
- Reason For Request:** \_\_\_\_\_
- Electronic data processing records (specify format):**
  - Computer output tape      Floppy disk (type: \_\_\_\_\_)      Other \_\_\_\_\_
  - Data fields (e.g., name) \_\_\_\_\_
  - Special run instructions \_\_\_\_\_

\_\_\_\_\_  
Requestor's Signature

- Type of Delivery Requested:**      Printed (paper copies)  
    Electronic (Email)

Return completed Request Form to: Illinois Secretary of State Police, 421 E. Capitol Ave., Springfield, IL 62701 (Attn: FOIA); or FAX to 217-558-2912. The Secretary of State Police will respond to a request for public records within seven working days after receipt. For more information, please call 217-557-4273.

If your request is denied, you may file an appeal. Address appeals to: Office of the Secretary of State, Chief of Staff, 213 Capitol, Springfield, IL 62756.

### (FOR DEPARTMENT USE ONLY)

#### Response:

Records made available      Date \_\_\_\_\_

Request denied, and reason  \_\_\_\_\_  
\_\_\_\_\_

Other (attach correspondence):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|   |
|---|
| Copies made: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| How many? _____   |
| Fee \$ _____  |

|                   |
|-------------------|
| Datestamp Receipt |
|-------------------|