Freedom of Information Act Request to the
Office of the Illinois Attorney General

**Note to Requester: This form is designed to provide you with helpful guidance on how to submit a FOIA request to the Attorney General’s Office. 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.**

Request Submitted to: FOIA Officer - Caitlin Q. Knutte
Office of the Attorney General
500 South Second Street
Springfield, Illinois 62701
Fax: (217) 782-8827
E-mail: foiaofficer@atg.state.il.us

Date Requested: _____________________

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

Name of Requester: ___________________________________________________________________

Street Address: _______________________________________________________________________

City/State/Zip: _______________________________________________________________________

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

Fax (Optional): ________________________

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

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Do you want to receive copies of the documents? ____ YES _____ NO

Or do you want to review the documents in the Attorney General’s Office? ____ YES _____ NO
If you would like to receive copies of the documents:

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

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

______________________________________________________________________________

*The Attorney General’s Office will provide 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 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).*