



# COOK COUNTY OFFICE OF THE PRESIDENT

TONI PRECKWINKLE, PRESIDENT

## FREEDOM OF INFORMATION ACT REQUEST FORM FOR THE OFFICES UNDER THE JURISDICTION OF THE COUNTY BOARD PRESIDENT

**1. I am requesting to: inspect      copy      the following public records:**  
(Please be specific)

**2. Will this material be used for commercial purposes? Yes      No**

- Commercial use means the use of any part of a public record or records, or information derived from public records, in any form, for sale, resale, or solicitation or advertisement for sales or services.
- It is a violation of the Freedom of Information Act to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

### 3. Requester Contact Information

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ORGANIZATION (IF APPLICABLE)

\_\_\_\_\_  
ADDRESS CITY/STATE/ZIP

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
SIGNATURE

- For non-commercial requests, a response will be made within five business days after receipt of this request. The response may be extended for an additional five business days; you will receive a written response stating the reason for the extension.
- For all commercial requests, a response will be made within 21 business days after receipt of this request with an estimated completion date and a fee estimate. Unless the records are exempt, the request will be completed within a reasonable time period based on the size and complexity of the request. Priority shall be given to records requested for non-commercial purposes.
- If your request is denied, you will receive a written response stating the reason for the denial. Denial appeals should be sent to the Attorney General's Public Access Counselor.
- Receipt of fee payment is required before copying of the requested records is initiated.