

# Northern Illinois University

## REQUEST FOR PUBLIC RECORDS

### Under the Illinois Freedom Of Information Act

**\*\*Note to Requestor: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.\*\***

Requestor's Name	Date Requested
Company/Agency Name	Telephone # Area Code (    )    --
Address (Street And Number)	Cell Phone # Area Code (    )    --
City                                  State                                  Zip	E-mail Address
Do you want copies of the documents? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you want Electronic Copies (if Available), or Paper Copies? _____ If you want Electronic Copies, in what format? _____	
Records Requested: <i>*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages if necessary.</i>	

Request Type:     Contracts & Agreements     Police Report     Purchasing Documents     Other

If you are requesting a police report, please provide:

Date of Incident Report:                   Location of Incident:

Is this request for 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 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 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))*

- Please complete the form and mail, fax, email, or hand deliver directly to one of NIU's FOIA Officers. To submit this form electronically you must save it to your computer then e-mail to the officer. Information on where to submit your FOIA request is available online at: <http://www.niu.edu/cmsqa/foia/officers.shtml>.

- Copy Fees: For black and white, letter or legal sized copies, the first 50 pages are free, any additional pages will be charged at .15 cents per page. Color and abnormal size copies will be charged the actual cost of copying.

**FOR OFFICE USE ONLY:**

Date Request Received: \_\_\_\_\_ Date Response Due: \_\_\_\_\_

Request Forwarded to: \_\_\_\_\_ Date: \_\_\_\_\_ Copying Fee Received. Date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_