

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

Records Sought (be specific): Mark below the form at instructions and records requested.

Printed records: _____

Electronic data processing records (specify format):

Computer output tape Floppy disk (type: _____) Other _____

Data fields (e.g. name) _____

Special run instructions _____

Requestor's Signature

Return completed Request Form to: Illinois Secretary of State Police, 110 E. Adams St., Springfield, IL 62701 (Attn: FOIA); or FAX to 217-785-0049. The Secretary of State Police will respond to a request for public records within seven working days after receipt.

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
