

County-Wide or County Administration Office

DEKALB COUNTY GOVERNMENT

PUBLIC RECORDS REQUEST FORM

Pursuant to the Illinois Freedom of Information Act

- Notes:** A. Requests are not required to be done on this form. This form is simply provided as a guideline to help citizens make their request.
- B. The first 50 black & white pages on letter/legal sized paper are free. There may be an extra charge for additional pages and/or medium. Please note below if you wish to know the cost before your request is assembled.

1. Date of Request: _____
2. Is this Request for Commercial Purposes? Yes No
3. Do you wish to approve the cost before the request is completed? Yes No
4. What information are you requesting and in what format? Be as specific as possible.

5. If we have questions concerning your request, may we contact you and if so how?
- Yes No

Phone #

Email Address

6. Once the information is ready, how and where should it be delivered to you?

Name: _____

Address: _____

City, State , Zip Code

To Be Completed by DeKalb County Government:

7. Person/Office Receiving Request: _____

8. Date Request Received: _____ Date Due: _____

9. Charges for Requested Information: \$ _____