

Upper Mississippi River International Port District
REQUEST FOR PUBLIC RECORDS
 Under the Illinois Freedom of Information Act

Requestor's Name Click or tap here to enter text.	Telephone # Click or tap here to enter text.
Address Click or tap here to enter text.	Cell phone # Click or tap here to enter text.
City State ZIP Click or tap here to enter text.	E-Mail Address Click or tap here to enter text.

Do you wish to inspect or receive a copy of the requested records? Inspect Receive
 If requesting a copy, what format (Paper or Electronic – if feasible)? Paper Electronic

Records requested: **Please provide as much detail as possible so the public body can identify the information that you are seeking. If needed, you may attach additional pages.*
 Click or tap here to enter text.

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 requested to do so by the public body. 5 ILCS 140/3.1(c))

- Please complete the form and mail, fax, email or hand deliver directly to a FOIA officer. *To submit this form via email, the request **must** be included of the body of the email. Public Bodies are not required to open links or attachments to view a FOIA request.*
- Copy fees: For black and white, letter or legal sized copies, the first 50 pages are free, any additional pages will be charged at \$0.15 per page. Color and abnormal size copies will be charged the actual cost of copying.
- Other fees may apply for the actual cost for reproducing records but shall not include personnel costs.

For Office Use Only:

Date Request Received: _____ Date Response Due: _____
Responses are due within 5 business days after receipt of the request unless the time is properly extended under Section 3(e) of the Act (5 ILCS 140/3)
 Responses to requests for records to be used for a commercial purpose are due within 21 working days after receipt as defined in Section 3.1 of the Act (5 ILCS 140/3.1)

FOIA Officer responsible for the request: _____ Date Response Sent: _____

Was the request accepted or denied under FOIA exemption? Accepted Denied

Description of records provided: _____

Fees that apply (if applicable): _____

