



LIVINGSTON COUNTY IL
FREEDOM OF INFORMATION REQUEST

Requestor's Name _____ Address _____

City _____ State _____ Zip _____ Phone (____) _____

Records sought (be specific):

Three horizontal lines for writing records sought.

Signature of Requestor _____

Date _____

Is this request for a Commercial Purpose? YES or 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. 5/140.3.1 (c)).

Are you requesting a fee waiver? YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose and whether the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5ILCS 140/6 c)).

Submit form to office where records are held, if office is unknown, submit to Kristy Masching, Livingston County Clerk, 112 W. Madison St., Pontiac, Illinois 61764 Room 105. Please visit livingstoncountyil.gov for department FOIA officers.

(For agency use only)

Date Request Received _____ Mail Phone In Person E-Mail Fax

Date Response Must Be Made By: _____

Office/Department _____

Address _____ Telephone (____) _____

Name and title of person receiving request:

Name _____ Title _____

Response:

Records Found _____ Records Not Found _____ Fee _____

Date Mailed _____ Date Faxed _____ # of Copies _____

Status/Records Furnished:

Two horizontal lines for status/records furnished.

FOI Officer Signature _____ Date _____