

**MERCER COUNTY FOIA REQUEST**  
**GENERAL FOIA**

*\*\* Note to Requester: 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.\*\**

Name and Address of the **Public Body Department** your request is to be directed to:

\_\_\_\_\_

Date Requested:\_\_\_\_\_

Request Submitted By:  E-mail  U.S. Mail  Fax  In Person

Your Name:\_\_\_\_\_

Address (required):\_\_\_\_\_

Telephone (required):\_\_\_\_\_ E-mail(Optional):\_\_\_\_\_

Fax (Optional):\_\_\_\_\_

Records Requested: *\*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.\**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you want copies of the documents? YES or NO

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. 5ILCS 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 of the request, and whether the principal purpose of the request is to access or disseminated information regarding the health, safety and welfare or legal rights of the general public. 5ILCS 140/6(c)).*