Note to Requester: This form is designed to provide you with helpful guidance on how to submit a FOIA request to The Urbana Free Library. You do not need to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your files.

Request submitted to: FOIA Officers, Celeste Choate and Becky Brown

U.S. Mail: The Urbana Free Library Administration
ATTN: FOIA Officer
210 West Green Street
Urbana, Illinois 61801

Email: administration@urbanafree.org
Phone: 217-367-4058
Fax: 217-367-4061

Request Submitted by: □ U.S. Mail □ Email □ Fax □ In Person
Date requested:

Name of Requester: ________________________________

Address: ________________________________________

City / State / Zip: _________________________________

Phone (Optional): _______________________________ Fax (Optional): _______________________________

Email (Optional): __________________________________

Records Requested: Provide as much specific detail as possible to help identify the information that you are seeking. Additional pages may be attached, if necessary.
Do you want to receive copies of the documents? ☐ yes ☐ no

Do you want to review the documents in The Urbana Free Library’s Administrative Office? ☐ yes ☐ no

If you want to receive copies of the documents, do you want ☐ paper copies or ☐ electronic copies?

The Urbana Free Library’s FOIA Officers will provide documents in the electronic format requested, if feasible. If you want electronic copies, please indicate the format in which you would like to receive them:
______________________________________________________________________________________________
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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 it is requested to do so by the public body. 5ILCS 140.3.1(c).

Are you requesting a fee waiver? ☐ yes ☐ no

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