

**Freedom of Information Act Request to the
Winnebago County Clerk's Office**

*****Note to Requester: This form is designed to provide you with helpful guidance on how to submit a FOIA request to the Clerk's office. 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 Officer
Winnebago County Clerk's Office
404 Elm Street, Suite 104
Rockford, Illinois 61101
Fax: (815) 319-4251
E-mail: FOIA.CountyClerk@clerk.wincoil.gov

Date Requested: _____

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

Name of Requester: _____

Street Address: _____

City/State/Zip: _____

Telephone (Optional): _____ E-mail (Optional): _____

Fax (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

Or do you want to review the documents in the County Clerk's Office? ___ YES ___ NO

If you would like to receive copies of the documents:

Do you want paper copies or electronic copies? _____ Paper _____ Electronic

If you want electronic copies, please indicate the format in which you would like to receive them: _____

The County Clerk's Office will provide documents in the electronic format requested, if feasible.

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. 5 ILCS 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 attach 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).