



OFFICE OF THE  
CITY TREASURER  
KURT SUMMERS

**FOIA REQUEST FORM**

Requester's Name

Organization

Phone

Is this a commercial request?  Yes  No

Address

How would you prefer your information to be sent?  Print Mail  Email

City, ST ZIP Code

Email Address

**Records Sought:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Requester

Date

The agency will respond to a request for public records within five working days after receipt. If your request is denied, you have a right of review by the Illinois Attorney General's Public Access Counselor, who can be contacted at 500 S. Second Street, Springfield, IL 62706 or by telephone at (217)558-0486. You may also seek judicial review of a denial under 5 ILCS 140/11 of FOIA.

**For Agency Use Only:**

Name and Title of Person Receiving Request

Date Request Received

Records Available?  Yes  No

Request Status:

Copies Made?  None  Copies, \$ Fee

Accepted  Denied

Signature

Date

**Submit form to:**

Office of the City Treasurer, Attn: FOIA  
121 N. LaSalle St., Rm. 106 Chicago, IL 60602

Fax: [312-742-0981](tel:312-742-0981)

Email: [ctofoia@cityofchicago.org](mailto:ctofoia@cityofchicago.org)