

Any written document that includes the following information would be acceptable for FOIA.

- Your name (Legal name, both first and last)
- Organization (If applicable)
- Mailing address (Required)
- A phone number where you can be contacted for questions
- E-mail address (Required)
- A clear description of the records you are requesting **(Required)** (FOIA is not intended as a medium for answering questions. Questions should be directed to the appropriate Department staff for response prior to submitting a FOIA request.)
- A declaration of any request that is for commercial purpose if that is your intent **(Required)** (Section 3.1(c) of the Freedom of Information Act [5 ILCS 140/3.1(c)] makes it a violation to “knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.”)
- If requesting another person's personal or medical information, a signed release or court order authorizing such disclosure is required and when applicable, additional releases may be required.