

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

FOIA REQUEST FOR PUBLIC RECORDS

Send To: Freedom of Information Officer
Department of Natural Resources
One Natural Resources Way
Springfield, IL 62702-1271
FAX: 217-785-2438
Email: dnr.foia@illinois.gov

Requested Submitted by: ☐ Email ☐ U.S. Mail ☐ Fax ☐ In Person
Date Requested: _____
Name of Requestor: _____
Affiliation: _____
Street Address: _____
City/State/Zip: _____
Telephone Number: _____ Fax (Optional): _____
Email (Recommended): _____

Description of Requested Record(s): **Provide as much specific detail as possible so the staff at the Department can identify the public records you are requesting. You may attach additional pages, if necessary.*

Please indicate if you wish to inspect or copy the public records requested:

☐ Inspect ☐ Copy

Do you want Electronic Copies (if available) ☐ Paper Copies ☐ ?

Do you wish to have these copies certified? ☐ YES ☐ NO

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 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 that the public body waive any fees for copying the documents, you must attached 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))*