

**Freedom of Information Act Request to the  
Office of the Kane County Clerk**

**\*\*Note to Requester: This form is designed to provide you with helpful guidance on how to submit a FOIA request to the Kane County 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:     The Kane County Clerk  
                                  719 S. Batavia Avenue—Bldg. B  
                                  Geneva, Illinois 60134  
                                  CountyClerkFoia@co.kane.il.us

Date Requested: \_\_\_\_\_

Request Submitted by:   \_\_\_ Email   \_\_\_ U.S. Mail   \_\_\_ Fax   \_\_\_ In Person

Name of Requester: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ Email (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 Kane 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 Kane 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 fo 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)**