

**REQUEST FOR PUBLIC RECORDS**  
**Under the Illinois Freedom of Information Act (FOIA)**

**Requester Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Company/Agency: \_\_\_\_\_  
 Address (Street & Number): \_\_\_\_\_ Email: \_\_\_\_\_  
 City State Zip: \_\_\_\_\_

**Type of Request**

Is this request for commercial purpose?  Y  N  
*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).*

If yes, does your business/financial institution issue credit and/or debit cards?  Y  N

Inspect record(s)  
*Inspection of records shall occur either at the location where the records are kept or in the designated FOIA office.*

Obtain copy of record(s)  
*Copying charges for records are \$0.15 per black/white pages after the first 50 pages; charges for duplicating other media, such as videotape, microfilm or computer records will be determined.*

Obtain certified copy of record(s)  
*The cost for certification is \$1.00 per document.*

Copies of records will be provided only after payment of the appropriate copying charges where required. **Payment must be by cash (exact change required), check or money order made payable to Southern Illinois University Carbondale (payments by mail must be by check or money order only).**

**Description of Records Requested**

Please be as specific as possible to ensure that a meaningful search of University records can occur. Please supply dates, titles, file designations or other appropriate information. (Attach additional pages if needed).

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

**Signature**

Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed FOIA Request Form to: FOIA Officer, Anthony Hall 322 - Mailcode 4307, 1265 Lincoln Drive, Carbondale, IL 62901; email to [foia@siu.edu](mailto:foia@siu.edu); or fax (618) 453-1374. If you have questions, please call (618) 453-6796.

The FOIA Officer will respond within **five (5) business days [(21) business days for commercial]** from receipt by providing access, denying the request or issuing an extension of an additional five (5) business days.

**UNDER PROVISIONS OF THE FREEDOM OF INFORMATION ACT, SOME UNIVERSITY RECORDS  
MAY BE EXEMPT FROM INSPECTION OR COPYING.**

**FOR OFFICE USE ONLY:**

Rec'd Date: \_\_\_\_\_  Denied \_\_\_\_\_ Copies made: Y N Pages: \_\_\_\_  
 Time: \_\_\_\_\_ am / pm By: \_\_\_\_\_ Reason: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_  
 Due Date: \_\_\_\_\_ \_\_\_\_\_  
 Extended 5 days to: \_\_\_\_\_ \_\_\_\_\_  Cash  Check# \_\_\_\_\_  
 Records Provided By:  Email  Mail \_\_\_\_\_  Media Exemption