

**Office of the DuPage County Auditor**  
**REQUEST FOR PUBLIC RECORDS**  
**Under the Illinois Freedom Of Information Act**

**\*\*Note to Requestor: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.\*\***

Requestor's Name	Date Requested
Requestor is Representing	Telephone # Area Code (    )        --
Address (Street And Number)	Cell Phone # Area Code (    )        --
City                                  State                                  Zip	E-mail Address

Do you want copies of the documents? Yes  No   
 Do you want Electronic Copies (if Available), or Paper Copies? \_\_\_\_\_  
 If you want Electronic Copies, in what format? \_\_\_\_\_

Records Requested: *\*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages if necessary.*

Is this request for 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 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))*

Copy Fees: For black and white, letter or legal sized copies, the first 50 pages are free, any additional pages will be charged at .15 cents per page. Color and abnormal size copies will be charged the actual cost of copying.

**You may submit this completed request Form to the County Auditor's Office in person, through the mail, by fax or by e-mail.**

**Office Address**  
 Sandra L. Scheel  
 Freedom of Information Officer  
 Office of the DuPage County Auditor  
 421 N. County Farm Road  
 Wheaton, Illinois 60187

**Office Phone/Fax**  
 Telephone Number  
 630-407-6075  
  
 Fax Number  
 630-407-6076

**E-Mail**  
 Sandra.Scheel@dupageco.org

**FOR OFFICE USE ONLY:**

Date Request Received: \_\_\_\_\_ Date Response Due: \_\_\_\_\_

Request Forwarded to: \_\_\_\_\_ Date: \_\_\_\_\_ Copying Fee Received. Date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_

Revised 12-2020