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
Bill White, County Auditor
Sandra Scheel
Freedom of Information Officers
Office of the DuPage County Auditor
421 N. County Farm Road
Wheaton, IL 60187

Office Phone/Fax
Telephone Number
630-407-6075

Fax Number
630-407-6076

E-Mail

Bill.White@dupageco.org

Submit by Email

FOR OFFICE USE ONLY:

Date Request Received: _____ Date Response Due: _____

Request Fowarded to: _____ Date:_____ Copying Fee Received. Date: _____

Amount: $_____ Cash_____ Check #_____

Revised 03-2021