**Section 2925.EXHIBIT A Freedom of Information Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Requestor's Name | |  | Date |
| Address | | Telephone Number |
| City | | Zip Code |
| RECORDS SOUGHT (Be Specific) |  | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | |  |
| Requestor's Signature |

The department will respond to a request for public records within seven (7) working days after its receipt. If your request is denied, you may file an appeal. Appeals should be addressed to the Executive Director, Illinois Development Finance Authority, Suite 980, 2 N. LaSalle Street, Chicago, Illinois, 60602-9897.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (FOR IDFA USE ONLY) | | | | | | |
| Response: | | | | | | |
| Records Made Available  Date \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Copies Made Yes  No | | |
| Request Denied and Why?   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | How Many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  | |  | Fee \_\_\_\_\_\_\_\_\_ | | |
| Other (Attach Correspondence): | |  | | |  |  |
|  |  | | | |  |  |
|  |  | | | |  |
|  |  | | | |  |
|  | Comments (Use Reverse) | | | |  | Date Request Rec'd |