Freedom of Information Request Form

Request Submitted to: Freedom of Information Officer-Desiree L. Carlson
Greater Peoria Mass Transit District, (CityLink)
2105 NE Jefferson Avenue
Peoria, IL 61603
Fax: 309-676-8373
Email: dcarlson@ridecitylink.org

Date submitted: ____________________________

Requested by: ____________________________ email US Mail Fax In Person

Name of Requester: ____________________________

Address: ____________________________

City/State/Zip: ____________________________

Phone: ____________________________

Records Requested: Please be specific and provide as much detail as possible to help identify the information that you are seeking. Additional pages may be attached if necessary.

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________

Do you want to receive copies of the documents? __________ Yes __________ No

Or, do you want to review the documents in the FOIA Officer’s Office ________Yes ________ No

If you would like to receive copies of the documents, do you want:

___________________ Paper _____________ Electronic

Is this request for a 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 it is requested to do so by the public body, 51LCS 140.3.1(e).

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, 5ILCS

Signature, FOIA Officer  
Date

Signature, General Manager  
Date

Note: the first 50 copies are free. There will be a charge of $ .15 for every copy thereafter.