



Aaron Ammons
CHAMPAIGN COUNTY CLERK

**Request from Champaign County Clerk's Office for Documents
Under the Freedom of Information Act**

As a matter of public policy of the State of Illinois, the Freedom of Information Act is not intended to be used to violate individual privacy nor for the purpose of furthering commercial enterprise.

I, _____, do solemnly swear (or affirm) that I have read the above paragraph and will comply with its intent.

Date

Signature

Document Request

Please provide as much identifying information as possible so that we may serve you as quickly as possible.

Document Requested for: (Please check one) Inspection ___ Copy ___ Certified Copy ___

Approximate Date of Document: _____

Description of Record: _____

Date: _____ Name: _____

Address: _____ Phone: _____

_____ Email: _____

Refer to our 'Charges for Services' sheet for any appropriate fees.

.....
OFFICE USE ONLY

Document - Made available immediately _____ Picked up on _____
(Date) (Date)

Mailed: _____ to: _____
(Date)

Cost: _____ pages at _____ per copy \$ _____ Certification: _____ Total \$ _____
Search: _____ Date _____ Name _____ of _____ Searcher

Amount of time searched _____ Found: _____ Not Found: _____

If not found, places checked: _____

If request denied: Date _____ By whom _____

Exemption Basis: _____

Denial Letter sent: Date _____ (attach copy)

**DENIAL LETTER OR EXTENSION LETTER MUST BE SENT WITHIN 5
WORKING DAYS OF REQUEST.**