

**MARK SHELDEN  
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.

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**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 7 WORKING DAYS OF REQUEST.**