

**ELGIN TOWNSHIP ASSESSOR OFFICE**  
**FOIA REQUEST FORM**

**Mail FOIA Request to:**  
Elgin Township Assessor Office  
729 S McLean Blvd. | Elgin, Illinois 6012

**Email FOIA Request to:**  
[foia@elginassessor.com](mailto:foia@elginassessor.com)

**To:** FOIA Officer, Elgin Township Assessor

**Date Requested:** \_\_\_\_\_

**Request Submitted By:** \_\_\_\_\_ Email \_\_\_\_\_ U.S. Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person

**Name of Requester:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Records Request:** *\*\*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.\*\**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Copies Only:** ( )

**Inspection Only:** ( )

**Inspection and Copies:** ( )

**Request Returned by:** Mail ( ) Email ( )

**Is this request for a Commercial Purpose?** YES ( ) NO ( )

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*FOR TOWNSHIP USE ONLY\*\*

Date Request Received: \_\_\_\_\_

Date Response Due: \_\_\_\_\_

Response Received by | Sent by: \_\_\_\_\_ Date: \_\_\_\_\_