

## FREEDOM OF INFORMATION ACT REQUEST

Pursuant to the Illinois Freedom of Information Act ("FOIA"), as amended (5 ILCS 140/1 *et seq.*), I, the undersigned, am requesting the following public records from the Chicago Transit Authority ("CTA"): **(Please print and be as specific as possible; use additional sheets if necessary.)**

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- **NON-COMMERCIAL REQUESTS:** I understand that I will receive an initial response from CTA within five (5) business days beginning the day after CTA receives my request.
- **COMMERCIAL REQUESTS:** Where documents are requested for a commercial purpose\*, I understand that I will receive an initial response from CTA within twenty-one (21) working days beginning the day after CTA receives my request.
- **E-MAILED REQUESTS:** I understand that requests e-mailed to CTA and received by CTA after 4:30 p.m. between Monday and Friday or on Saturday or Sunday are considered received as of the following business day.
- I understand that I can request to: (1) inspect any responsive, non-exempt records in person at the Chicago Transit Authority's offices located at 567 W. Lake Street in Chicago, Illinois during regular business hours (8 a.m. to 4:30 p.m.), (2) receive any responsive, non-exempt records electronically, if feasible for CTA, or (3) purchase a paper copy of any responsive, non-exempt records at the 15-cent-per-page statutory copying fee. There are no copying fees for the first 50 pages of black and white, letter or legal sized paper copies. There may be a charge for the medium used to supply electronic copies of documents or for documents provided in color or in any size other than legal or letter size.
- **FOR COMMERCIAL REQUESTS ONLY:** I understand that, in addition to any copying fees, I may be charged up to \$10 for each hour spent by personnel searching for and retrieving requested records. No fees will be charged for the first 8 hours spent by personnel searching for or retrieving requested records. In addition, I may be charged for the actual cost of retrieving and transporting records from an off-site storage facility when the public records are maintained by a third-party storage company under contract with CTA. If I am charged for personnel hours or for the actual costs of retrieving and transporting public records from an off-site facility, I understand that CTA will provide me with an accounting of all fees, costs and personnel hours in connection with the request for public records.

**Name of Person Filing Request:** \_\_\_\_\_

**Organization, Agency, Business Affiliation (optional):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Commercial Purpose\*:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

This form is available for your reference and may be used to make a FOIA request to the Chicago Transit Authority ("CTA"), but you are not required to use this form. To make a FOIA request to CTA, you must submit a request to CTA in writing, which can be mailed, faxed or e-mailed to:

Chicago Transit Authority  
Freedom of Information Officer  
567 W. Lake Street, Chicago, IL 60661  
**Phone:** (312) 681-2809 **Fax:** (312) 681-2809 **Email:** [FOIA@transitchicago.com](mailto:FOIA@transitchicago.com)

\* "Commercial purpose" means "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." 5 ILCS 140/2(c-10).