



City of Aurora Freedom of Information Act (FOIA) Request for Public Records

**Did you know that you can submit a FOIA request online?
Visit <https://www.aurora-il.org/1222/Freedom-of-Information-Act>**

Date: _____ Name: _____

Email Address: _____

Phone Number: _____

Mailing Address: _____

Please provide contact information (if you choose) for the City to contact you and respond to your request. If no contact information is provided, please indicate that you will pick up the requested documents in person. Staff may need to contact you to discuss a FOIA request (for clarification, fee notification, or extension of response time) and if we do not have contact information, we will only be able to discuss your request with you when you are physically present which may cause a delay in processing your request unattributable to the City.

Identify the public record(s) you are requesting:

Is this a request made for a commercial purpose (sale, advertisement for sales or services)? Yes _____ No _____

Note here if you prefer to have records mailed to you or available for pickup _____

Please note: Requests are processed electronically through the GovQA online portal. Unless you indicate otherwise, all communication will be sent via email. You will receive a written response within five (5) business days via email notification. Up to 50 pages are provided at no cost. There is a fee for additional pages.*

The Freedom of Information Act permits the City of Aurora to charge fees related to copying or digital storage medium (disc, flash drive, etc.). If fees are required, the requester will be informed of the assessed fees through the City's online FOIA portal and payment of said fees is required prior to the release of records.

Please contact the City of Aurora's Freedom of Information Officer with questions at (630) 256-3070.