**Section 951.60 Fee Schedule, Fee Waivers, and Payment of Fees for Copies and Certifications**

a) The Department shall charge a fee of $1.00 per page for copies of papers or records and $10.00 for each certification to copies of papers or records maintained by the Department, pursuant to Section 408 and 408.2 of the Code. Prices the Department shall charge for standard computer reports are as listed on the Computer Data Request Form described in Section 951.30(a) of this Part.

b) Copies will be furnished without charge, or at a reduced charge, if the Department determines that a fee waiver or reduction of the fee is in the public interest. A determination to grant a fee waiver or reduction of the fee will not be made unless the records furnished will be primarily used to benefit the general public, as opposed to the personal or commercial benefit of the requester of the information. Requests made by news media for the primary purpose of accessing and disseminating information for the benefit of the general public are not considered to be for commercial benefit, pursuant to Section 6 of the FOIA. The Department may make such determination upon receipt of a written request which explains the intended use of the requested records and indicates that the requested fee waiver or reduction of the fee is in the public interest. Charges may be waived if:

1) The requester is a State agency;

2) The requester is an agency of the Federal, county, township, city, or other governmental body, including school districts;

3) The requester is a constitutional officer, or a member of the General Assembly, or United States Congress, or staff of a constitutional officer or member of the General Assembly or United States Congress;

4) The requester is a not-for-profit organization;

5) The requester is indigent;

6) The requester is the news media; or

7) When the FOIA officer determines that a fee waiver serves the public interest.

c) Payment – Payment for copies of computer data must be made as specified on the Computer Data Request Form pursuant to subsection 951.70(a) of this Part. For other copies, and certifications, the FOIA Officer will notify the requester of the copying fees. Once the requester has agreed to pay the fees, the Department will in most instances provide the requested copies and the requester will then be billed by invoice for the copying fees. If a large number of copies have been requested, however, payment may be required before copies can be provided. In some instances, the Department may choose to forward the requested records to a local printing company for copying; the printing company will send the required copies and the bill directly to the requester, and the requester will be responsible for payment to the printing company. Questions concerning copying or certification fees should be directed to the FOIA Officer, Department of Insurance, 320 West Washington Street, 4th Floor, Springfield, Illinois 62767-0001.

(Source: Amended at 26 Ill. Reg. 18276, effective December 16, 2002)