

Requester's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**INFORMATION REQUESTED**

Police Report Number (if known): \_\_\_\_\_

Incident Type: \_\_\_\_\_ Incident Date: \_\_\_\_\_

Incident Location: \_\_\_\_\_

**PERSONS INVOLVED IN INCIDENT**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: M F

Address: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: M F

Address: \_\_\_\_\_

Other: \_\_\_\_\_

**Is this request for a Commercial Purpose? Yes or No**

If yes please list the name of the entity: \_\_\_\_\_

**NOTE:** it is a violation of the FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body, 5 ILCS 140.3.1 (c).

**Are you requesting a fee waiver? Yes or No**

(if you are requesting that the public body waive any fees for copying documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or the legal rights of the general public, 5 ILCS 140/6.

\_\_\_\_\_  
Requester's Signature

\_\_\_\_\_  
Date of Request

**Response (requestor does not fill in below this line)**

**Date Received** \_\_\_\_\_ **Time Received** \_\_\_\_\_ **Received by** \_\_\_\_\_

**If information is available and approved it will be ready on or before:** \_\_\_\_\_  
(This date is five working days not including weekends or holidays)

**Approved:**

( ) The documents requested are enclosed

**Denied:**

( ) The request creates an undue burden on the public body in accordance with Section 3 (f) of the FOIA, and we are unable to negotiate a more reasonable request.

( ) The materials requested are exempt under Section 7 \_\_\_\_\_ of the Freedom of Information Act for the following reasons: \_\_\_\_\_

FOIA Officer(s) that determined request to be denied: \_\_\_\_\_

( ) Request delayed, for the following reasons (in accordance with 3 (d) of the FOIA): \_\_\_\_\_

You will be notified by the date of \_\_\_\_\_ as to the action taken on your request.