



BRAIDWOOD POLICE DEPARTMENT FOIA REQUEST

Date Requested: _____

Request Submitted By: _____ E-Mail _____ U.S. Mail _____ Fax _____ In Person

Name of Requestor: _____

Street Address: _____

City/State/Zip (required): _____

Telephone: _____ E-Mail (optional): _____

Records Requested: **Please provide as many specific details as possible.*

For example: Names, date of births, addresses, location of incident, dates if known (or approximate date of incident), Case Number (if known). The more detailed information you are able to provide about the incident, the more likely it will be that your request will be able to be fulfilled completely.

Do you want Electronic Copies or Paper Copies? _____

--If you want Electronic Copies, in what format? _____

Is this request for commercial purposes? YES or NO

(It is a violation of the Freedom of Information Act 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 150.3.1(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 principle purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

RECORDS USE ONLY

Request Received: _____

Request Completed: _____

Requestor Notified: _____

Picked up by: _____

Date: _____