

DATE OF REQUEST \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

DATE DUE \_\_\_\_\_

**Request for Public Records under the "Freedom of Information Act"**

Requestor's Name \_\_\_\_\_ (Please PRINT)

I wish to:      Inspect Only  
                         Receive Copy

Mailing Address \_\_\_\_\_ (Please PRINT)

(Please Circle ONE)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Purpose of request:    Private      Commercial

(Please Circle ONE)

(AREA CODE) Phone Number \_\_\_\_\_ (Home)

I wish to be contacted when my  
request is ready by:

(AREA CODE) Phone Number \_\_\_\_\_ (Work)

Home Phone    Work Phone    Mail  
(Please Circle ONE)

*The Agency will respond to your request within five (5) working days.*

**X REQUESTOR'S SIGNATURE**

TYPE OF PUBLIC RECORD:
REPORT # OR CASE # (IF KNOWN)
DATE (S) OF RECORD (IF KNOWN)
LOCATION OF INCIDENT (IF KNOWN)
REASON FOR REQUESTING REPORT

Your request has been approved in whole \_\_\_\_\_  
Your request has been approved in part \_\_\_\_\_  
Your request has been approved with redactions \_\_\_\_\_  
See the reverse side for the explanation \_\_\_\_\_  
Your request is denied \_\_\_\_\_ (see the attached letter of explanation)

There is no charge for requests less than 51 pages. Requests of 51 pages or more are 15 cents for each additional page. Photos and other media at additional cost.

This request has been prepared:  
By: \_\_\_\_\_  
                         Name & Title  
Date: \_\_\_\_\_

Total Due: \_\_\_\_\_

I HAVE RECEIVED THE COPIES OF THE REPORT I REQUESTED

\_\_\_\_\_  
(Your Signature)

\_\_\_\_\_  
(Date)

**(APPLICABLE EXEMPTION CIRCLED BELOW)**

1. Information specifically prohibited from disclosure by state or federal law, or rules and regulation implementing state or federal law. Sec. 7(1)(a).
2. Private Information - means unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person. FOIA Sec. 7(1)(b)
3. Personal Information - Information which, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information. FOIA Sec. 7(1)(c )
4. Records in the possession of any public body created in the course of administrative enforcement proceedings, and any law enforcement or correctional agency for law enforcement purposes, but only to the extent that disclosure would:
  - A. Interfere with pending or actually and reasonably contemplated law enforcement proceedings conducted by any law enforcement agency that is the recipient of the request. Section 7, (1)(d)(i).
  - B. Interfere with pending administrative enforcement proceedings conducted by any public body agency that is the recipient of the request. Section 7, (1)(d)(ii)
  - C. Deprive a person of fair trial or an impartial hearing - Section 7, (1)(d)(iii).
  - D. Unavoidably disclose the identity of a confidential source of confidential information furnished only by the confidential source, or persons who file complaints with or provide information to administrative, investigative, law enforcement, or penal agencies; except that the identities of witnesses to traffic accidents, traffic accident reports, and rescue reports shall be provided by agencies of local government, except when disclosure would interfere with an active criminal investigation conducted by the agency that is the recipient of the request. Section 7, (1)(d)(iv).
  - E. Disclose unique or specialized investigative techniques other than those generally used and known. Section 7, (1)(d)(v).
  - F. Endanger the life or physical safety of law enforcement personnel or any other person. Section 7, (1)(d)(vi).
  - G. Obstruct an ongoing criminal investigation by the agency that is the recipient of the request. Section 7, (1)(d)(vii).
5. Communications between a public body and an attorney or auditor representing the public body that would not be subject to discovery in litigation, and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies. Section 7, (1)(d)(vi).
6. Requests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the public body and there is no way to narrow the request, and burden on the public body outweighs the public interest in the information. FOIA Sec. 3 (g)
7. Records of law enforcement officers concerning all minors under the age of 17 years are not open to the public. 705 ILCS 405/5-905 (5).

NOTICE: ANY PERSON DENIED ACCESS TO INSPECT OR COPY DEPARTMENT RECORDS MAY APPEAL THE DENIAL BY SENDING A WRITTEN NOTICE TO:

*Public Access Counselor  
Illinois Attorney General's Office  
500 S. Second St.  
Springfield IL 62705  
217-558-0486*

OR MAY APPEAL THE DENIAL THROUGH JUDICIAL REVIEW UNDER SECTION 11 OF THE FOI ACT.

**FEES:**

1. Documents (does not include Crash Reports) - Charges are applied per request, not per report.
  - No charge for less than 51 pages.
  - 15 cents for each page after 50 pages.
  - \$1.00 extra for certified reports.
2. Crash Reports - \$5.00 for each report.
3. Accident Reconstruction Reports - \$20.00 for each report.
4. Photos - \$3.00 per photo.
5. CD or Cassette Tape (audio) - \$10.00 each.
6. VCR Tape or DVD (video) - \$25.00 each.
7. There will be no fees for the inspection of records.

**PLEASE NOTE: When making a request via Internet or Fax, the form containing your original signature must be presented at the time of release and fee payment. You will need to present a valid form of identification.**

Attestation of the Nonexistence of Record

*I attest that after a thorough search of our files and records, carried out under my direction and control, it was revealed the requested record does not exist. It is to be understood that this does not mean that the records do not exist under another spelling, another name, or under another classification, but that with the information in your request furnished to our office and to the best of our knowledge, no such record(s) exist in our files.*

*Signed: FOIA Officer*

Attestation of Destroyed Records

*I attest that a thorough search of our files and records, carried out under my direction and control, revealed the requested record does not exist. The Department regularly maintains records such as those requested, however, pursuant to the Illinois Local Records Act, specifically 50 ILCS 205/7 - 10, the requested record no longer exists. In accordance to the Illinois Local Records Act and the Illinois Administrative Code, the requested records are retained for \_\_\_\_ years and subsequently are destroyed.*

*Signed: FOIA Officer*

cc:

File

