

Bartonville Police Department Freedom of Information Request Form

The Village of Bartonville Police Department provides this form as a convenience; however use of this form is not required by the Illinois Freedom of Information Act (FOIA).

FOIA requests maybe submitted in writing, by U. S. MAIL, FAX, or IN PERSON to one of the FOIA Officers listed below, please do not email FOIA requests unless you call the police department at 697-2323 to see which FOIA Officer is on duty to receive your request.

Dispatcher K. Watson
Dispatcher J. Schwindenhammer
Dispatcher R. Weber
Dispatcher D. Schaffer
Dispatcher J. Young

Bartonville Police Dept.
5918 S. Adams St.
FAX (309)697-9543

FOIA requests can be made 24 hrs a day at the Bartonville Police Department.

PLEASE SEE REVERSE SIDE FOR FEES AND OTHER IMPORTANT INFORMATION.

Requestor's Name _____
Date of Request _____ Telephone Number _____
Street Address _____ City/State/Zip _____

Information Requested

Police Incident Report Number (if known) _____

Incident Type _____ Incident Date _____
(e.g.: burglary, assault, battery)

Persons Involved in Incident _____

How would you like to receive the record sought? ___ Pick-up ___ Mail ___ E-mail ___ FAX

Please provide instructions for delivery: _____

Do you request that one or more records by notarized? ___ No ___ Yes (please list below)

Is this request for a Commercial Purpose? Yes or No

If yes please list the name of the entity: _____
(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 do so by the public body, 5 ILCS140.3.1(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)).

Response (Requestor does not fill in below this line)

Date Received _____ Time Received _____

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.
- () The documents will be made available within 5 days. Copies over 50 pages will be ___ (\$15 per page for criminal report)
- () You may inspect the records at _____ on the date of _____

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.

The information required by this form is MANDATORY in order to comply with the FOIA. Failure to so provide may result in this form not being processed.

FOIA Officer

Date of Reply