

**VILLAGE OF RANTOUL POLICE DEPARTMENT
OFFICIAL REQUEST FOR PUBLIC RECORDS
UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT**

Upon Receipt,
Date Stamp Here

Requestor Information:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE(S): _____

Please describe the incident requested below:

Person involved in Report (if known) _____

Date/Time of Incident _____

Type/Nature of Incident _____

Location Incident Occurred _____

Police Department Case Number (if known) _____

The above records are requested for: Inspection Copy Certification

(Standard black and white photocopies will be provided at no charge for the first fifty (50) pages. Requestor will be charged 15¢ per page beyond fifty. Certification is \$1 per document.)

Is this request being made for a commercial purpose? Yes No

I am willing to receive the requested report(s) without dates of birth listed. By checking "No", I understand there may be a delay of up to five (5) days to receive the report. Yes No

NOTE: "Commercial purpose" means the use of any part of a public record or any information derived from a public record in any form for sale, resale, or solicitation or advertisement for sales or services. It is a violation of the Freedom of Information Act to knowingly obtain information for a commercial purpose without disclosing that intent to the Village.

The Village of Rantoul will respond to this request within five (5) business days. If responding to the request requires an extension of time of up to five (5) additional business days, the requestor will be sent notice in writing. Commercial requests will receive a response within twenty-one (21) business days. If your request is denied you may contact the Illinois Attorney General Public Access Counselor (PAC) at 312-814-5526 or 1-877-299-FOIA (1-877-299-3642) or by mail at Public Access Counselor, Office of the Attorney General, 500 S. 2nd Street, Springfield, Illinois 62706 or email publicaccess@atg.state.il.us

(Requestor Signature)

(Date)

For *Police* Requests: Lt. Jeffrey Wooten, Deputy FOIA Officer, 109 E. Grove Ave., Rantoul, IL 61866

FOR OFFICE USE ONLY

Request Received By: _____ Date: _____

Document(s) made available on: _____ Inspection Pickup U.S. Mail (circle)

Fees Collected: \$_____/Copies \$_____/Certification \$_____/Other

COMPLETE BELOW IF ACCESS TO ANY RECORD(S) IS DENIED

Reason for Denial (cite FOIA exemption): _____

Name/Title of Officer Issuing Denial: _____

Date of Response: _____ Attach copy of all written responses for file.

REVIEWED BY: _____ ENTERED INTO FILE ON: _____