RIVERWOODS POLICE DEPARTMENT
FREEDOM OF INFORMATION REQUEST FORM

NOTICE: Under the Freedom of Information Act certain information may not be released. This includes but is not limited to information regarding juvenile offenders, pending investigations, information that would identify informants, information that would impede investigations, and information that violates the right to privacy of another. Reviews of the request may take up to 5 business days unless the request is made for commercial purposes, in which case it is 21 working day. We will notify you if we require an additional 5 business days to process your request under Section 140/3(d) of the act. (http://www.ilga.gov/legislation/ilcs/ilcs2.asp?ChapterID=2)

Requesters Name (please print)  Requesters Address

City/State/Zip  Telephone Number

INFORMATION YOU ARE REQUESTING

Pursuant to Section 3.1(c) of the Act, it is a violation of law for a person to knowingly obtain a public record for a commercial purpose without disclosing that the request is made for a commercial purpose, if requested to do so by the Village.

☐ This request is for commercial purposes.

POLICE INCIDENT REPORT NUMBER (if known): _____________________________

Incident Type: _____________________________________  Incident Date/Time: __________________________
(e.g.: accident, property damage, theft, etc.)

Incident Location: __________________________________________________________________

PERSONS INVOLVED IN INCIDENT (if known):

Name: __________________________________________  D.O.B.: _________________  Sex: M  F

Name: __________________________________________  D.O.B.: _________________  Sex: M  F

Name: __________________________________________  D.O.B.: _________________  Sex: M  F

Requesters Signature

Do Not Complete-Official Use Only

FOI Request Tracking #: ____________

Date Request Received: ____________  Date Request Must be Provided by: ____________

Request Granted: ☐ In Person ☐ Mail ☐ Fax ☐ Time Extension:

Request Denied: ☐ Fully Denied: See Denial Form/Information Attached  ☐ Partially Denied:

Reviewed By  Released By  Date Released

For questions contact The Riverwoods Police Department Records and/or FOIA Officers Chief Bruce Dayno or Kimberly Powitz.
Telephone: 847-945-1130 Fax: 847-945-1184
Address: 845 Saunders Road, Riverwoods, IL  60015