



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 _____