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