

THE DEPARTMENT OF POLICE

Gregory Smock
Chief of Police

213 N. Prairie Street
BETHALTO, ILLINOIS 62010

Phone (618) 377-5266
Fax (618) 377-5261

"To Protect and to Serve"

Freedom Of Information Act Request

Requestors Name _____

Date of Request _____

Address _____

I wish to: Be contacted by phone

Have request mailed

Phone Number _____

Fax or Email Address _____

Signature of Requestor _____

All Requests Will Receive a Response Within 5 (Five) Business Days

REQUEST SUBMITTED BY: IN PERSON MAIL EMAIL FAX

RECORDS SOUGHT (please provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages if necessary):

REPORT #(if known) _____

REPORT TYPE _____

DATE OF REPORT _____

LOCATION _____

IS THIS REQUEST BEING MADE FOR A COMMERCIAL PURPOSE: YES NO

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 to do so by the public body. 5 ILCS 140.3.1(c).

FEES: First 50 pages of black and white copy, there is no charge. For each page after 50 pages a fee of \$.15 may be imposed. For color copies a fee of \$.20 per page will be imposed for all copies. If the request is for a copy of an accident/crash report, a standard fee of \$5.00 will be charged, pursuant to 625 ILCS 5/11-416.

OFFICE USE ONLY (BELOW)

_____ Date Received

_____ Date Response Due

_____ Date Response Extended to

Fee _____ Reason for Denial _____

Request Filled By _____ Date _____