



Freedom of Information Act Request

****Note to Requestor:** Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.**

Name and Address of Public Body Receiving Request: _____

Taylorville Police Department

Date Requested: _____

Request Submitted By: _____ E-mail _____ U.S. Mail _____ Fax _____ In Person

Name of Requestor: _____

Street Address: _____

City/State/County Zip (**required**): _____

Telephone (optional): _____ E-mail (optional): _____ Fax (optional): _____

Records Requested: *Provide as much specific detail as possible so the public body can identify the information you are seeking. You may attach additional pages, if necessary.

--Do you want copies of the documents? YES or NO

Is this request for a Commercial Purpose? YES or 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))

Released To: _____

Released by FOIA Officer: _____

Date Released: _____