

ITASCA POLICE DEPARTMENT



540 W. Irving Park Road, Itasca, Illinois 60143
Phone: 630-773-1004 Fax: 630-773-2734 Website: itasca.com/police

RECORDS REQUEST SUBMISSION FORM

Requester Information:

Date of Request: _____

Name of Person Making Request: _____

Address: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ e-mail: _____

Please describe in full detail the Public Records that you are requesting:

(There is no fee for the first 50 pages. Certification of copies is a \$1.00 fee. Photos and other media at an additional cost.)

How would you like to receive your copy? (Check one) Paper (pick-up at IPD) e-mail Fax # _____

Is this action solely for a commercial purpose? Yes No

IPD Records Use Only:

Date Received: _____ Date Due: _____

Action Taken

- Compliance with request
- Search completed with no records located
- Records may be exempt with further review required
- Compliance in five (5) days would be unduly burdensome
Records will be mailed or made available by (Date) _____
- Partial compliance: pursuant to section five (5) of the Illinois Freedom of Information Act, certain material contained within the original request has been deleted or omitted because the material is exempt from disclosure under the following provision(s) of the Act:

- Request Denied
 - Disclosure Prohibited by State or Federal Law
 - Disclosure would result in an unwarranted invasion of personal privacy
 - The records requested are exempt under the following provisions of the Illinois FOIA

Person Responsible for FOIA Response: Name: _____
Title: _____

Appeal: You have the right to file a written appeal to the Attorney General's Public Access Counselor within 60 days of receipt of the denial. The Public Access Counselor can be reached at 877-299-FOIA (3642) or publicaccess@atg.state.il.us.