



East Peoria Police Department

WRITTEN REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS

F.O.I.A. Officer: Sergeant David Catton

***** Please Print Legibly *****

1. Name of person making request: _____
2. Street Address: _____
3. City, State and Zip Code: _____
4. Telephone number of person making request: (_____) _____

Describe in detail below the public records you are requesting and include date, time, and/or report number (if known). State whether you wish to inspect and/or copy such records. _____

If you wish to receive the records in a specific electronic format, please describe: _____

The East Peoria Police Department will respond to the above request within five (5) working days from the date of request unless, one or more of the seven (7) reasons for an extension of time provided for in Section 3 (e) of the Act are invoked by the Police Department. Your signature below authorizes the East Peoria Police Department to redact any dates of birth from any documents which may be released to you in response to your FOIA request. This may expedite the processing of your request.

Signature of person making request

RESPONSE

DENIED

Reason for denial: _____

APPROVE

Materials/Documents delivered to petitioner: _____

**** ROUTING OF REQUEST – FOR OFFICE USE ONLY ****

FOR COMPLETION BY FOIA OFFICER:

Date Received: ___/___/___ Received by: _____ Date Response Time Expires: ___/___/___