Yorkville Police Department FOR FOIA OFFICER USE ONLY: Request for Inspection/Copy of Information 651 Prairie Pointe Drive | Yorkville, IL 60560 Admin Offices: 630-553-4340 (Mon-Fri, 8am-5pm) DATE RECEIVED: Fax: 630-553-1141 E-Mail: PoliceFOIA@yorkville.il.us FOIA Officers for Police Records/Information: DATE RESPONSE DUE: Response is due 5 business days after receipt of request. Kirsten Balog; Nicole Collum, Natalie Cyko DESCRIPTION OF REQUESTED INFORMATION Please provide enough information to identify, locate and retrieve information requested, and contact the requestor. Is this a commercial request? ☐ Yes ☐ No Name of Individual Requesting Information: ______ Date of Birth:______ Phone #: E-Mail: Address: _____City/State/Zip:_____ Relationship to Case: Involved Attorney Parent/Guardian Landlord Other: Date/Time of Incident: Case Number(s): Location of Incident: I wish to □ inspect or □ receive a copy of the following records: and ☐ I wish to have these documents certified. (Certified documents require they be picked up in person.) Please indicate how you would like to receive your documents (i.e. e-mail, pick-up, fax):

Note, e-mails have a 10MB limit, and large requests would be sent over several e-mails.

☐ Request to waive/reduce fees because:

Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

Additional requests/information:_____

COST DUE FOR INFORMATION / RECORDS : \$

A fee to cover the cost of copying records, but not to include the cost of an employee's time to research and copy the records, will be charged at the following rates: The first 50 pages of 8 $\frac{1}{2}$ x 11, 8 $\frac{1}{2}$ x 14, and 11 x 17 size paper are free; documents over 50 pages are 15 cents a page for 8 $\frac{1}{2}$ x 11, 8 $\frac{1}{2}$ x 14, and 11 x 17 size paper. Oversize copies are \$3.00 per page for 24" x 36" size paper and \$10.00 per page for 42" x 66" size paper. Audio tapes are \$1.30; CDs and DVDs are \$0.35. Copies of accident reports are \$5.00 and copies of accident reconstruction reports are \$20.00. Printed photographs are \$1.00 each.

Updated: 09/21/2020

	<u>'ED REQUEST:</u>	ailable to requester as appointed
·	est approved in full / documents information made av	·
Date of a	pproval of request:	By:
We are e	RESPONSE EXTENDED: xtending the time for response to your request to days under Section 140/3(e) of the Act due to:	for an additional five (5)
	requested records stored in whole or in part at oth records.	er locations other than the office having charge of the
_ _ _	the request requires the collection of a substantial the request is couched in categorical terms and re	number of specified records. quires an extensive search for the records responsive to it. e course of routine search and additional efforts have been
	the requested records require examination and ev	aluation by personnel having the necessary competence and closure under Section 7 of this Act or should be revealed
	there is a need for consultation, which shall be con	nducted with all practicable speed, with another public body dy having a substantial interest in the determination or in the
	reason(s):	n, copying or disclosure under Section 7 of the Act for the
-		
Date of d	enial of request:	By:

RIGHT TO APPEAL - You have the right to appeal this decision in writing to:

Illinois Attorney General's Office Public Access Bureau 500 S. 2nd Street Springfield, Illinois 62706 877-299-3642

publicaccess@atg.state.il.us

Updated: 09/21/2020