

Yorkville Police Department
Request for Inspection/Copy of Information
651 Prairie Pointe Drive | Yorkville, IL 60560
Admin Offices: 630-553-4340 (Mon-Fri, 8am-5pm)
Fax: 630-553-1141
E-Mail: PoliceFOIA@yorkville.il.us

FOR FOIA OFFICER USE ONLY:

DATE RECEIVED: _____

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 #: _____ Fax #: _____ 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 1/2 x 11, 8 1/2 x 14, and 11 x 17 size paper are free; documents over 50 pages are 15 cents a page for 8 1/2 x 11, 8 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.

