



SANDWICH POLICE

FOIA Request Form

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.

Date Requested: ___/___/___ Request expires (Office use only): ___/___/___

Request Submitted by: ___ E-mail ___ U.S. Mail ___ Fax ___ In Person

Name of Requester: _____ Contact Number: _____

Address (including City/State/County Zip): _____

Records Requested: *Provide as much information as possible to describe the records you are requesting so we can identify the information you are seeking. Additional pages may be attached, as needed.*

Do you want copies of the documents? ___ Yes ___ No

Is this request for Commercial Purposes? ___ Yes ___ 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. 5ILCS 140.3.1c)).*



The Sandwich Police Department has 5 business days to process this request, apply for an extension for this request as provided by law or deny this request. With the exception for if this request is for Commercial Purposes. If so, the Police Department has 21 business days to process this request.

All extensions and denial will be answered in writing and will state the reasons therefore. The requestor may seek review of a denial by the Public Access Counselor of the Office of the Illinois Attorney General.

There is no charge for approved letter or legal sized black and white copies up to 50 pages. Beyond 50 pages, the cost is 15¢ per page. Copies of records in sizes other than legal or letter size and color copies are assessed a charge for the actual reproduction of the requested items. Records requested in electronic format may be assessed a charge for the purchase of the recording medium. Other fees may be applied if this request is for commercial purposes.

F.O.I.A. Officer Signature

Date