

Illinois Freedom of Information Act Request 5 ILCS 140

REQUESTOR INFORMATION

Name: _____

Address: _____

City, State, ZIP: _____

Email: _____

Phone: _____

Date: _____

TO:

FOIA Officer

[Village of Blue Mound PD]

[309 N Railroad Ave]

[Blue Mound, IL 62513]

RE: Illinois Freedom of Information Act Request

Dear FOIA Officer: Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), I request access to the following police records:

Clearly describe the records you are seeking. Examples include:

- Incident report #
- Arrest report for (Name) on (Date)
- 911 call audio or CAD logs for (Date/Time/Location)
- Body-worn camera footage from (Officer Name/Badge #) on (Date/Time/Location)
- Use-of-force reports
- Dispatch logs
- Policies, procedures, or training materials]

I request that the records be provided in electronic format when possible.

REQUEST PURPOSE

This request is for non-commercial purposes.

This request is for commercial purposes.

(Checking “commercial” does not restrict access; it only affects response timelines.)

FEE HANDLING

I agree to pay any applicable fees.

Please notify me if fees will exceed \$_____ before processing.

I request a fee waiver because the requested records are in the public interest and will not be used for commercial purposes. (Optional)

If any portion of this request is denied, please provide the specific exemption(s) under 5 ILCS 140/7 that justify the denial, and release all segregable portions of the records. Please also include the name and title of the person responsible for the decision.

- Police departments must respond **within 5 business days** (can extend by 5 more with written notice).
 - **Body-cam footage** has special rules under 50 ILCS 706/10-1.
 - **Juvenile records**, ongoing investigations, and certain personal information may be partially redacted.
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Thank you for your assistance.

Sincerely,

Signature: _____

Printed Name: _____