

Freedom of Information Act Request

Date Requested: _____

Request Submitted By:

- E-mail
- U.S. Mail
- Fax
- In Person

Name of Requester: _____

Street Address: _____

City / State / County / Zip (required): _____

Telephone (optional): E-mail (optional): _____

Fax (optional): _____

Records Requested: *Provide as much specific detail as possible so Perry County Sheriff's Office can identify the information that you are seeking. _____

You may attach additional pages, if necessary.

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

Do you want *Electronic Copies* or *Paper Copies*? **Paper** **Electronic**

Is this request for a Commercial Purpose? **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. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? **Yes** **No**

(If you are requesting that the Perry County Sheriff's Office waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS140/6(c)).

**** Note to Requester: 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 and Time Received: _____ Due Date: _____