

WATERLOO POLICE DEPARTMENT

301 SOUTH MAIN STREET
WATERLOO, ILLINOIS 62298
TELEPHONE: 618-939-3377
FACSIMILE: 618-939-8587



FREEDOM OF INFORMATION REQUEST FORM

NAME: _____ DATE: _____

ADDRESS: _____

SIGNATURE OF REQUESTER: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

SPECIFIC DESCRIPTION OF RECORDS REQUESTED

REQUEST IS FOR COMMERCIAL USE

DELIVERY METHOD OF REQUESTED RECORDS (CHECK ONE):

___ PICK UP COPY OF THE ABOVE DESCRIBED RECORDS (REQUESTER WILL BE NOTIFIED WHEN RECORDS ARE READY)

___ MAIL THE ABOVE DESCRIBED RECORDS (POSTAGE CHARGE MAY APPLY)

___ EMAIL THE ABOVE DESCRIBED RECORDS

___ FAX THE ABOVE DESCRIBED RECORDS

___ INSPECTION (REQUESTER WILL BE NOTIFIED WHEN RECORDS ARE AVAILABLE FOR INSPECTION AND A TIME AND PLACE WILL BE MUTUALLY AGREED UPON)

DOCUMENT COPY FEES: BLACK AND WHITE FIRST FIFTY (50) PAGES FREE FOR LETTER-SIZE OR LEGAL-SIZE PAPER, \$0.15 FOR EACH ADDITIONAL PAGE. 8.5"X11" COLOR PAPER \$0.15 PER PAGE.

OFFICIAL USE ONLY

DATE RECEIVED: _____ RESPONSE DUE DATE: _____

FEE: _____ FEE EXPLANATION: _____

REQUEST COMPLETED BY: _____ DATE REQUEST COMPLETED: _____

FOIA NUMBER: _____