

POLICE DEPARTMENT
 Village of Bartlett Police Department
 228 S. Main Street
 Bartlett, Il 60103-4495
 Phone 630-837-0800
 Fax 630-540-5436
www.village.bartlett.il.us



Date Received: _____
 Date Due: _____
 Ext. _____
 F.O.I.A LOG NUMBER _____

Request for Public Records under the "Freedom of Information Act"

Requestor's Name (Please Print) _____

Date of Request _____

I wish to: Inspect only Receive Copy Both
 (Please Circle One)

Mailing Address (Please Print) _____

I wish to have these copies certified
 (Please Circle One) Yes (\$1.00 fee)
 No

City State Zip

I wish to be contacted when my request is ready by:
 (Please Circle One) Home Phone
 Work Phone
 Mail

(Area Code) Phone Number (Home)

(Area Code) Phone Number (Work)

Fax Number _____

The Agency will respond to your request within FIVE (5) working days.

X REQUESTOR'S SIGNATURE

TYPE OF PUBLIC RECORD:
REPORT # OR CASE # (IF KNOWN):
DATE (S) OF RECORD (IF KNOWN):
LOCATION OF INCIDENT (IF KNOWN):

Is the information requested to be used for Commercial Purposes? Yes No
 (Please Circle One)

(To be completed by agency).

RESPONSE:

Your request has been approved _____

Your request has been denied _____

Please see the attached letter of explanation _____

This request has been prepared:

By: _____

Name & Title

Date: _____

FEES:

Less than 50 pages No Charge
 _____ pages @ .15 ea _____
 _____ pages (oversize) _____
 _____ Certification Fee @ \$1.00 _____

Total Due _____

I HAVE RECEIVED THE COPIES OF THE DOCUMENTS I REQUESTED

(Requestor's Signature)

(Date)

FREEDOM OF INFORMATION REQUEST
POLICE DEPARTMENT FEES:

THE FIRST 50 PAGES FOR BLACK AND WHITE, LETTER OR LEGAL SIZED PAGES, SHALL BE PROVIDED FREE OF CHARGE.

THE CHARGE FOR ANY ADDITIONAL BLACK AND WHITE, LETTER OR LEGAL SIZED PAGES OTHER THAN A TRAFFIC ACCIDENT REPORT SHALL BE \$0.15 PER PAGE.

THE CHARGE FOR TRAFFIC ACCIDENT REPORTS SHALL BE \$5.00 PER REPORT. (625 ILCS 5/11-416)

THE CHARGE FOR A TRAFFIC ACCIDENT REPORT WHICH HAS BEEN INVESTIGATED BY AN ACCIDENT RECONSTRUCTION OFFICER OR TEAM SHALL BE \$20.00. (625 ILCS 5/11-416)

THE CHARGE FOR CERTIFYING RECORDS SHALL BE \$1.00, WHICH IS **IN ADDITION TO THE COPYING FEE.**

THE CHARGE FOR PHOTOGRAPHS WILL BE THE ACTUAL AMOUNT THE VILLAGE OF BARTLETT INCURS FOR THE COPYING OF THE PHOTOS.

THERE WILL BE NO FEES FOR THE INSPECTION OF RECORDS