

# ROUND LAKE POLICE DEPARTMENT



## FREEDOM OF INFORMATION ACT REQUEST

Public Body Receiving Request:

**Round Lake Police Department  
741 West Townline Road  
Round Lake, Illinois 60073**

Request Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Response Date Due: \_\_\_\_\_

Request Submitted By:  Email  U.S. Mail  Fax  In Person

Name of Requester \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_

Fax (Optional): \_\_\_\_\_

Email (Optional): \_\_\_\_\_

**Records Requested:** *(Provide as much specific detail as possible so the Department 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 or paper copies?

If you want electronic copies, in what format?

\_\_\_\_\_  
\_\_\_\_\_

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 public body 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 of legal rights of the general public. 5 ILCS 140/6(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.\*\***

*See Reverse Side for Fee Schedule*

741 WEST TOWN LINE ROAD, ROUND LAKE, ILLINOIS 60073

## **Fee Schedule**

### **All Department records, except traffic accident reports:**

- The first 50 pages of black and white, letter or legal sized copies (8 ½ x 11 or 11 x 14) are free and any additional pages are \$0.15 each. 5 ILCS 140/6(b)
- Color copies are \$.067 each.
- Information produced on CDs or other electronic media will be charged the actual cost of the recording media.
- There is a \$1.00 fee for certifying copies of records.

### **Traffic Accident Reports (625 ILCS 5/11-416):**

- \$5.00 for each copy
- \$20.00 for copies of traffic accident reports investigated by an accident reconstruction officer or accident reconstruction team