

# VILLAGE OF ROUND LAKE • DEPARTMENT OF POLICE

741 West Town Line Road, Round Lake, Illinois 60073  
(847) 546-8112 • (847) 546-2154 Fax

## FREEDOM OF INFORMATION REQUEST

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

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

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., I hereby request the Village of Round Lake, Department of Police to provide access or copies of the following document(s) (*Please include the date and time of occurrence, incident report number, and location of incident* ).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Check all that apply:     Inspection             Copying             Both

Requester Name: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_

Requester Signature \_\_\_\_\_

When documents are ready for inspection and/or copying, please contact me via:     Telephone     Mail

**NOTICE:** *If the request is for inspection of documents, then the requester will be supervised by a member of the Department and he/she may not remove, destroy, alter, or change any document. If the request is for copying, then the Department will notify the requester when the document(s) are ready for retrieval; however, documents will not be released until full payment is received by the Department. The Department will comply with the request within seven (7) working days. If additional time is need to comply with the request, then the Department will notify the requester in writing and extend the compliance by seven (7) working days. If the requester is denied access or copies of any requested information, then the Department will notify the requester, in writing, of such denial and the reason for the denial. Any such denial may be appealed to the Village President by submitting a written appeal to: Village President, Village of Round Lake, 442 North Cedar Lake Road, Round Lake, Illinois 60073.*

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Office Use Only  
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Department Action	Fee Calculation and Payment Information	
<input type="checkbox"/> Complied with Request	pages @ \$0.25 each	\$
<input type="checkbox"/> Compliance period extended by seven (7) working days	certified pages @ \$0.50 each	\$
<input type="checkbox"/> No such record exists	traffic accident reports @ \$5.00 each	\$
<input type="checkbox"/> Request Denied - <i>See correspondence attached</i>		\$
<input type="checkbox"/> Other:		\$
Request prepared by:          <i>Name, title &amp; date</i>	<b>Total Due</b>	
	\$	
	Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Check #	
Receipt Number: _____		

*Fee schedule on reverse side*

## **Fee Schedule**

- Twenty-five cents (\$0.25) per page for all standard eight and one-half inches by eleven (8.5" x 11")
- Actual costs for the reproduction of all oversize documents in the event that the actual cost is greater than twenty-five cents (\$0.25) per page, otherwise twenty-five cents (\$0.25) per page for oversize documents.
- Certification shall be charged at the rate of fifty cents (\$0.50) per page for individual pages.
- Traffic accident reports will be charged at five dollars (\$5.00) per report in accordance with 625 ILCS 5/11-416.
- Traffic accident reports investigated by an accident reconstruction officer or accident reconstruction team will be charged twenty dollars (\$20.00) per report in accordance with 625 ILCS 5/11-416.