

Freedom of Information Act Request

To the Spring Valley Police Department

****Note to Requester:** You do not need to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your files. ******

Date Requested: _____

Request Submitted by: ___ E-mail ___ U.S. Mail ___ Fax ___ In Person

Name of Requester: _____

Street Address: _____

City/State/Zip: _____

Telephone (Optional): _____

E-mail (Optional): _____

Fax (Optional): _____

Records Requested: Provide as much specific detail as possible to help identify the information that you are seeking. Additional pages may be attached, if necessary.

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 it is requested to do so by a public body. 5 ILCS 1403.3.1(c)

Are you requesting a fee waiver? ___ YES ___ NO

If you are requesting a waiver of any fees for copying the documents, you must attach a statement of the purpose of the request and whether the principal purpose is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).