



## FOIA REQUEST FORM

\*\*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. \*\*

**Public Body Receiving Request: Joliet Junior College Police Department  
1215 Houbolt Road. Joliet, IL. 60431**

Date Requested: \_\_\_\_\_

Submitted By: E-mail \_\_\_\_\_ U.S Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

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

City / State / County Zip (Required) \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: (for e-mail requests) \_\_\_\_\_

Records Requested: (Provide specific detail including Case Report # if known) \_\_\_\_\_

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

Do you want copies of the documents? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you requesting: Paper \_\_\_\_\_ Electronic \_\_\_\_\_ Advise format for electronic \_\_\_\_\_

Is this request for 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 or legal rights of the general public. 5 ILCS 140/6(c).

Custodian of Records \_\_\_\_\_ Requester \_\_\_\_\_

Send from via E-Mail to [cprecords@jic.edu](mailto:cprecords@jic.edu), or deliver to Campus Police G1204