**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@jjc.edu, or deliver to Campus Police G1204