

**Village of Roxana Police Department  
Freedom of Information Request**

Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

Address: \_\_\_\_\_ Compliance Date: \_\_\_\_\_

\_\_\_\_\_ Denial Date: \_\_\_\_\_

City/State: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Request Submitted to: FOIA Officer - Kristi Carter  
Village of Roxana Police Department  
400 So. Central  
Roxana, IL 62084  
Fax: 618-254-1950  
E-mail: kcarter@roxana-il.org

Request Submitted by: \_\_\_\_\_ E-Mail \_\_\_\_\_ U.S. Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person

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.*

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

Or do you want to review the documents at the Village of Roxana Police Department?:  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If you would like to receive copies of the document, do you want paper copies or electronic copies?: \_\_\_\_\_ Paper \_\_\_\_\_ Electronic

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 the public body. 5ILCS 140.3.1(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 of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5ILCS 140/6(c).*

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Signature of Petitioner

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Signature of Authority

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Pages Copied: \_\_\_\_\_

Amount Due: \$\_\_\_\_\_

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Return this form to the Village of Roxana Police Department by fax: 618-254-1950 or mail to: 400 So. Central, Roxana, IL 62084.

All requests will receive a response within 5 (five) business days.