



## Document or Audio File Request Form

**Freedom of Information Act**  
 Pursuant to: 5 ILCS 140/1 et. seq.

**Purpose:** The ISP receives thousands of requests under the Freedom of Information Act each year. Submitting a request for any and all records pertaining to an incident will severely burden the Agency and may trigger the ISP to deny your request as unduly burdensome. This form is not required but will facilitate the fulfillment of your request for documents and/or audio files under the Freedom of Information Act.

**Instructions:** This form may be completed by anyone requesting documents and/or audio files and returned to the:

Illinois State Police  
 Freedom of Information Unit  
[ISP.FOIA.Officer@illinois.gov](mailto:ISP.FOIA.Officer@illinois.gov)

Please provide a detailed description of the records and/or audio files requested. Please specify the type of reports you are requesting, i.e. arrest records, lab reports, accident reports, traffic ticket, investigative reports, audio files, etc....<sup>1</sup>

<b>NAME OF Person Making Requesting:</b> _____ <div style="text-align: center; font-style: italic; font-size: small;">Last, First, Middle Initial</div>		
Company Name, if applicable: _____		
<b>Detailed Description of Records Requested:</b> _____ _____ _____		
<b>Relevant #s – case numbers, report numbers, etc...</b>	<b>Location of Incident – city, county, address, etc...</b>	
<b>Names of persons involved – subject, officer, etc...</b>	<b>Date of Birth of subject (if known)</b>	
<b>Date Range of Records Requested:</b>	<b>Audio files<sup>2</sup> requested:</b>	
<b>Signature:</b> _____		
<b>E-Mail Address:</b>	<b>Phone Number:</b>	<b>Date:</b>
<b>Physical Street Address:</b>	<b>City/State</b>	<b>Zip</b>

<sup>1</sup> Please note that without this information, the ISP may not be able to locate any responsive public records or there may be a significant delay in responding to your FOIA request.

<sup>2</sup> Please note that audio files are only kept for 90 days unless otherwise retained for evidentiary purposes.