



Video Request Form
Freedom of Information Act
 Pursuant to: 5 ILCS 140/1 et. seq.

Purpose: Often the ISP records several hours of video for each incident. Submitting a request for all the video 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 videos under the Freedom of Information Act.¹

Instructions: This form may be completed by anyone requesting video footage and returned to the:
 Illinois State Police
 Freedom of Information Unit
ISP.FOIA.Officer@illinois.gov

Please provide a detailed description of the video records requested. Please be sure to include case numbers, report numbers, names, dates of birth, county of incident, and description of the incident. 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.

Please limit your request to only the portions of the record that are relevant to your needs. Please check the below box if you agree to allow the ISP to automatically reduce your requested video by eliminating “dead time,” travel time, or other irrelevant material.

I agree to allow the ISP to reduce my amount of video requested as indicated above.

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

¹ If the video in question is concerning a cold case or an event that is more than one year old, the video record may be in long term storage, which will add significant processing time to your request. Please note that dash camera and body worn camera recordings are only held for 90 days unless otherwise flagged or investigated.