



Document or Audio File Request Form

Freedom of Information Act

Pursuant to 5 ILCS 140/1 et seq.

Purpose: ISP receives thousands of requests under the Freedom of Information Act (FOIA) 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 FOIA.

Instructions: Complete this form to request documents and/or audio files and return to:

ISP.FOIA.Officer@illinois.gov

Please provide a detailed description of the records and/or audio files requested. Specify the type of reports you are requesting (arrest records, lab reports, accident reports, traffic ticket, investigative reports, audio files, etc.).

Name of Person Making Request: _____ <i>Last, First, Middle Initial</i>		
Company Name, if applicable: _____		
Detailed Description of Records Requested: _____ _____ _____		
Relevant 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)	
Date Range of Records Requested:	Audio files requested:	
Signature:		
E-Mail Address:	Phone Number:	Date:
Physical Street Address:	City/State	Zip