



# Freedom of Information Act Request Form

City of Braidwood Police Department

141 W. Main St.  
Braidwood, IL 60408  
Ph: (815) 458-2342  
Fx: (815)-458-6120

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

Requestor's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Records Request:

List records requested below, please be as specific as possible. For example: names, dates of birth, addresses, location of incident, dates if known (or approximate date of incident), case number (if known). The more detailed information you are able to provide about the incident, the more likely it will be that your request will be able to be fulfilled completely.

Requestors Signature: \_\_\_\_\_

The Braidwood Police Department FOIA official will respond to this request within five business days of the request.

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 it is requested to do so by the public body. 5ILCS 140/3.1(c).

Do you want paper or electronic copies? ☐ Paper ☐ Electronic

If you are requesting body camera video footage, we are **NOT** able to transmit these files electronically, or via email. We are only able to provide video files on a USB media device, for a \$5.00 fee per device. USB devices must either be picked up in person during regular business hours, or it can be mailed to you as long as you provide us with a valid mailing address and all applicable fees have been paid. 3<sup>rd</sup> party upload links are not accepted due to cybersecurity concerns. The Braidwood Police Department shall not be responsible for lost, late, damaged, or misdirected mail.

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.

**FEE WAIVER REQUESTS DO NOT APPLY TO THE \$5.00 FEE FOR USB MEDIA DEVICES**

## FOIA Fees (5ILCS 140 Copy Fees):

There is no fee for the first 50 pages of standard, black and white, copies. Requests greater than 50 pages, generate a \$0.15 per-page charge. The fee for records or videos on a USB media device is \$5.00 per device.

Fee payments can be made in cash (exact amount only), money order or credit card payment (service fees apply for credit card payments). Personal checks are NOT accepted. We can provide a link for online credit card payments once the materials are ready.

## For Department Use Only

Date Request Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Date Requestor Notified: \_\_\_\_\_

Via: \_\_\_\_\_

Picked up by: \_\_\_\_\_

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