

# *Mazon Police Department*

## **REQUEST FOR INFORMATION**

Filed under the Freedom of Information (FOIA) Act

Date of Request: \_\_\_\_\_ Date to Respond: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

In the spaces below, please describe the public records you are requesting. In order to expedite the search for records, please be as specific as possible by including as much of the following information as possible: Date/Time of Incident; Address of Incident; Case Number: Type and Nature of Incident:

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Is this request for Commercial Purposes? \_\_\_\_\_ Yes \_\_\_\_\_ No

### **Response to Information Request**

Date of Compliance with request: \_\_\_\_\_

By: \_\_\_\_\_ (Custodian of Records)

Date of Receipt of records: \_\_\_\_\_

By: \_\_\_\_\_ (Requestor)

\_\_\_ We are extending the time for response to your request for an additional (5) working days under Section 140/3 (e) of the Act due to: (i-vii): \_\_\_\_\_

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We estimate the records requested will be available by: \_\_\_\_\_

Date and time of extension notification: \_\_\_\_\_ By: \_\_\_\_\_