



MACKINAW POLICE DEPARTMENT

Brandon Reese, Interim Chief of Police

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REQUEST FOR COPIES OF PUBLIC RECORDS UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT (FOIA)

Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request

Note to Requester: You are NOT required to use this form, FOIA request can be submitted in any form of writing.

Name and Address of Public Body Receiving Request: _____

Date Requested: _____ Request Submitted by: _____ Email _____ US Mail _____ Fax _____ In Person

Name of Requester (optional): _____

Street or Mailing Address (optional): _____

City/State/County/Zip Code (optional): _____

Email Address: _____

Telephone Number (Optional): _____ Fax Number (Optional): _____

Public Record Requested (Be Specific): _____

**Provide as much specific detail as possible so that the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

Do you want paper copies or electronic copies? _____

What format do you want electronic copies? _____

Is this request for a 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 requested to do so by the public body. 5 ILCS 140.3.1(c)).

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. 5ILCS 140/6(c)).