



# MACKINAW POLICE DEPARTMENT

Michael Kemp, Chief of Police

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Mackinaw, Illinois 61755

Phone Dispatch: (309) 346-4141

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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)).*