



**PROSPECT HEIGHTS POLICE DEPARTMENT
FREEDOM OF INFORMATION REQUEST**

Requestor's Name: _____

Address: _____

Phone: _____

Email: _____

Records Requested :

Inspect

Copy

Certified

Request for Delivery:

I request that copies of the requested public records be sent to me by e-mail at the e-mail address above.

I request that copies of the requested public records be mailed to me at the address above

I will pick up the records.

Purpose of Request: _____

Is this request for a commercial purpose? (circle one) Yes / No

A request is for a commercial purpose if you intend to use the records, or the information derived from the records, for sale, resale, solicitation, or advertisement for sales or services. *Under Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.*

Signature Of Requestor: _____ **Date:** _____

FOIA Officer/Designee: _____ Date Received: _____

Staff Actions: _____ Date Completed: _____