

Will County Sheriff's Office
14 W. Jefferson Street
Joliet, IL 60432

Freedom of Information Act Request

Date Requested: _____

Request Submitted By: E-mail U.S. Mail Fax In Person

Name of Requester: _____

Street Address: _____

City / State / County / Zip (required): _____

Telephone (optional): _____ E-mail (optional): _____

Fax (optional): _____

Records Requested: *Provide as much specific detail as possible so Will County Sheriff's Office can identify the information that you are seeking. You may attach additional pages, if necessary.

Do you want copies of the documents? Yes No

Do you want *Electronic Copies* or *Paper 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 Will County Sheriff's Office 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(c)).

**** 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. ****

Date and Time Received: _____ Due Date: _____