



Tolono Police Department FOIA Request

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.

You can Fax, mail or hand deliver your request to: Tolono Police Department

205 E. Main St. PO Box 667 Tolono, IL 61880

Phone (217)485-8040 Fax (217)330-5025

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 the Police Department can identify the information that you are seeking. You may attach additional pages, if necessary. Include dates, times, case numbers and/or names of people involved.

Do you want copies of the documents? YES or NO

--Do you want Electronic Copies or Paper Copies? YES or NO

--If you want Electronic Copies to what email do you want them sent? _____

Is this request for a Commercial Purpose? YES or 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 or 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. 5 ILCS 140/6(c)).