BPD23-_____

Mayor
Robert J. Lovero

BERWYN POLICE DEPARTMENT

"Serving with Pride"

Chief of Police
Michael D. Cimaglia

Freedom of Information Act Request Form

***** Note to Requester: This form is designed to provide you with helpful guidance on how to submit a FOIA request. You do not need to use this form. You may submit a FOIA request in any written format that you choose.***

Request Submitted to:

Berwyn Police Department
Attention: FOIA Request
6401 W. 31st Street
Berwyn, IL 60402

Date Requested: _____

Submitted By:
_____ U.S. Mail
_____ Email (bpd-foia@ci.berwyn.il.us)
_____ Walk-In

Name of Requester: _____

Mailing Address: _____

Fax/Telephone (Optional): _____ E-mail (Optional):_____

Records Requested *(Provide as many specific details as possible to help us locate the information that you are seeking.):*

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Please know, based on the legal requirements of a release, additional identification may or may not be required.

What format would you like your request? _____Paper _____ Electronic (format: _____)
The BPD will try to provide it in the requested format if feasible. If the electronic file(s) requested is too large and unable to be emailed, the price of the recording medium MUST be paid prior to release.

If paper, how would you like to receive the documents? _____Fax _____U.S. Mail _____Call for Pick-Up
****Official Document Certification has a $10.00 fee and requests over 50 pages are charged 15¢ per additional page(s).***

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 it is requested to do so by the public body. 5 ILCS 140.3.1(c).