



Mayor
Robert J. Lovero

BERWYN POLICE DEPARTMENT

"Serving with Pride"



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
_____ 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.*):

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
****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).***

FOR INFORMATION SERVICES DEPARTMENT USE ONLY:

Date Received _____ **Initials** _____