

# Kankakee County Sheriff's Office

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Sheriff

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## Freedom of Information Act Request Form

Date Requested: \_\_\_\_\_  
Requestor's Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Request Submitted Via:  Mail  In Person  Fax

Records Requested: (Provide as much specific detail as possible. You may attach additional pages if necessary)

Indicate if you wish to inspect the above records or wish a copy of them:

Inspection  Copy  Both

Type of Copies (Select all that apply):

Paper Copies  Black/White  Color (If available, at an add'l charge)

Electronic Copy (Specify format) \_\_\_\_\_

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 public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by a public body) 5 ILCS 140.3.1(c) ).

### For Office Use Only:

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Date Due: \_\_\_\_\_  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ No Record Found: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason for Denial: \_\_\_\_\_