

COLUMBIA POLICE DEPARTMENT

1020 North Main Street • Columbia, Illinois 62236

Communications: 618-281-5151 • Administration: 618-281-6616 • Fax: 618-281-6644

Jerald D. Paul
Chief of Police



Jason P. Donjon
Deputy Chief of Police

WRITTEN REQUEST FOR INSPECTIONS OR COPYING OF PUBLIC RECORDS

**** 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. ****

Name and Address of Public Body Receiving 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 the public body 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 of Paper Copies? _____

If you want Electronic Copies, in what 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 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 public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principle 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 140/6.9 c)).