



FOIA REQUEST FORM

****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. **

Public Body Receiving Request: Joliet Junior College Police Department
1215 Houbolt Road. Joliet, IL. 60431

Date Requested: _____

Submitted By: E-mail _____ U.S Mail _____ Fax _____ In Person _____

Name of Requestor: _____

Street Address: _____

City / State / County Zip (Required) _____

Telephone: _____ E-Mail: (for e-mail requests) _____

Records Requested: (Provide specific detail including Case Report # if known) _____

Do you want copies of the documents? YES _____ NO _____

Are you requesting: Paper _____ Electronic _____ Advise format for electronic _____

Is this request for 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 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).

Custodian of Records _____ Requester _____

Send from via E-Mail to cprecords@jjc.edu, or deliver to Campus Police G1204