



# Elburn Police Department

301 E. North Street, Elburn, Illinois 60119-9006

[elburnpd@elburn.il.us](mailto:elburnpd@elburn.il.us)

630-365-5070  
630-365-5073 Fax

## FREEDOM OF INFORMATION REQUEST

Date Stamp and  
Initial on Receipt

REQUESTOR'S NAME (Please PRINT or TYPE):	Email address:	
ORGANIZATION (If any):		
ADDRESS (City/State/ZipCode):		
TELEPHONE # (Include area codes):		
HOME:	WORK:	FAX:
RECORDS SOUGHT (Please be specific, provide case # if known, and attach additional pages if necessary):		
Signature of Requester: _____ Date: _____		
The Village will respond to a request for public records within five (5) working days after its receipt. If your request is denied, you may file an appeal. Appeals should be addressed to the Mayor or the Village of Elburn.		
<b>FOR RECORDS MANAGEMENT / VILLAGE USE ONLY</b>		
<b>RESPONSE</b> (Attach correspondence if necessary)		
<input type="checkbox"/> <b>RECORDS MADE AVAILABLE</b>		
COPIES MADE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
HOW MANY?	FEE: \$	OTHER:
<input type="checkbox"/> <b>DENIED</b>		
REASON:		
SIGNATURE, TITLE & DATE:		

REQUESTOR NOTIFIED:     IN PERSON     MAIL     TELEPHONE