



Elburn Police Department

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

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.		
FOR RECORDS MANAGEMENT / VILLAGE USE ONLY		
RESPONSE (Attach correspondence if necessary)		
<input type="checkbox"/> RECORDS MADE AVAILABLE		
COPIES MADE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
HOW MANY?	FEE: \$	OTHER:
<input type="checkbox"/> DENIED		
REASON:		
SIGNATURE, TITLE & DATE:		

REQUESTOR NOTIFIED: IN PERSON MAIL TELEPHONE EMAIL