

VILLAGE OF LISLE  
FOIA REQUEST FOR LAW ENFORCEMENT RECORDS

Submit to: Lisle Police Department, Freedom of Information Officer, 5040 Lincoln Avenue, Lisle, IL 60532.

Requests may be faxed to 630-271-4209, or submitted via email to [PDfoia@villageoflisle.org](mailto:PDfoia@villageoflisle.org)

Online requests may be made at [www.villageoflisle.org](http://www.villageoflisle.org). Please call 630-271-4200 with any questions.

REQUESTOR'S CONTACT INFORMATION (Please print clearly):

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ \*FAX \_\_\_\_\_

\*EMAIL \_\_\_\_\_

\* If you do not want records sent via email or fax, please leave blank.

1. Do you wish to have the copies certified?  Yes  No

2. Is this request for a commercial purpose?  Yes  No

**Definition of a commercial purpose:** The use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement of sales or services. **It is a violation of IL FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if asked by the public body.** The response time for a commercial FOIA request is 21 business days.

3. Description of records requested. **Please be very specific.** For police reports provide as much information as possible, including report number, date & location of incident, type of incident, names. If you are not named in the report, provide your relationship to those in the report.

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----- OFFICE USE ONLY -----

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Due Date  
(5 or 21 Business Days)

\_\_\_\_\_  
Extended Due Date

\_\_\_\_\_  
Date of Response