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 Online requests may be made at 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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