

## WRITTEN REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS

Request is for records from:     Police Department     Other village records

To: The Village of Peotone  
ATTENTION: Freedom of Information Officer

1. Name of person making request: \_\_\_\_\_
2. Mailing address of person making request: \_\_\_\_\_  
\_\_\_\_\_
3. Telephone number of person making request: \_\_\_\_\_
4. Email address: \_\_\_\_\_
5. Date of request: \_\_\_\_\_
6. Is this a request for records to be used for a commercial purpose?     Yes  
 No

Describe in detail below the public records you are requesting and state whether you wish to inspect and/or copy such records. Also, please state whether such public records are to be certified.

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The Village will respond to the above request within five (5) business days from the above date unless one or more of the reasons for an extension of time provided for in Section 3(d) of the Act are invoked by the Village. **NOTE:** The first day in the timeline is the first business day after the request is received.

\_\_\_\_\_  
Signature of person making request