

**CITY OF LINCOLN POLICE DEPARTMENT
FREEDOM OF INFORMATION ACT REQUEST**

Return to Deputy Chief at 911 Pekin St, Lincoln, IL, 62656,
email to: foia@lincolnpolice.us, or fax to 217-732-4589

NAME: _____ DATE: _____

ADDRESS: _____

DAYTIME TELEPHONE NUMBER: _____

E-MAIL: _____

Please describe the information/records you are requesting in as much detail as possible. This will enable us to find the records quickly.

Report Number: _____ Date of Incident: _____

Location of Incident: _____

Parties Involved: _____

Description of Incident: _____

I wish to:

Inspect Only

Receive Copies Only

I agree to pay any and all applicable duplication fees listed in the fee schedule on page 2.

(You will be notified by phone when the materials are available)

Certification of Commercial/Non-Commercial Request

"Commercial purpose" means 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 for sales or services. It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

I hereby certify that my request is / is not for a commercial purpose.

Signature of Requestor

Date of Request

OFFICE USE ONLY

DATE RECEIVED _____ DATE DUE: _____ EXTENSION REQUESTED: _____ EXTENSION DATE: _____

COMPLY _____ PARTIALLY COMPLY _____ DENIED _____ FOIO INITIALS: _____

COMMENTS _____

FEE SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS

Black & White Copies

Size: 8½"x11" and/or Legal

- First 50 Pages: No Charge
- Each Additional Page 15¢/page

Size: 11"x 17" 15¢/page

Size: Drafting \$2.00/page

Color Copies 20¢/page

Digital Copies on CD \$ 1.00

Accident Reports \$ 5.00

Photographs

- Digital Copies on Photo CD \$ 1.00
- Prints At Cost for Reproduction

Digital Storage Devices At Cost for Purchase

Please note that the requestor will be notified if any records they have requested needs to be sent out for reproduction/printing. The requestor will be charged at cost for said reproductions/printing jobs.