

Village of Coal Valley/Coal Valley Police Department  
Official Request For Public Records  
Under The Illinois Freedom Of Information Act

Date Stamp Here  
Upon Receipt

**Requestor Information:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE(S): \_\_\_\_\_

Please describe below the public records you are requesting. To expedite the search, please be as specific as possible. If known, please also include date(s) of requested records.

Date & Time of Incident or Case Report # if known (Police) \_\_\_\_\_

The above records are requested for:  Inspection  Copy  Certification

I would like to receive my copies by:  Mail  Pick Up  Email  Fax \_\_\_\_\_

(Standard black and white photocopies will be provided at no charge for the first fifty (50) pages. Requestor will be charged 15¢ per page beyond fifty. Certification is \$1 per document.)

Is this request being made for a commercial purpose?  Yes  No

**NOTE: "Commercial purpose" means the use of any part of a public record or any information derived from a public record in any form for sale, resale, or solicitation or advertisement for sales or services. It is a violation of the Freedom of Information Act to knowingly obtain information for a commercial purpose without disclosing that intent to the Village.**

The Village of Coal Valley/Coal Valley Police Department will respond to this request within five (5) business days. If responding to the request requires an extension of time of up to five (5) additional business days, the requestor will be sent notice in writing. Commercial requests will receive a response within twenty-one (21) business days.

\_\_\_\_\_  
(Requestor Signature)

\_\_\_\_\_  
(Date)

Mail/Deliver to: Elissa Bundy / FOIA Officer Village  
Penny Mullen / FOIA Officer Village  
900 1<sup>st</sup> Street - P.O. Box 105  
Coal Valley, IL 61240  
[info@coalvalleyil.org](mailto:info@coalvalleyil.org)  
Phone: (309)799-3604 Facsimile: (309)799-3651

Amber Dennis / FOIA Officer Police  
Tim Krebs / FOIA Officer Police  
Logan Thomas / FOIA Officer Police  
Clint Whitney / FOIA Officer Police  
900 1<sup>st</sup> Street - P.O. Box 121  
Coal Valley, IL 61240  
[CoalValleyPD@coalvalleyil.org](mailto:CoalValleyPD@coalvalleyil.org)  
Phone (309) 799-5416 Facsimile: (309) 799-3651

**FOR OFFICIAL USE ONLY**

Request Received By: \_\_\_\_\_ Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Document(s) made available on: \_\_\_\_\_  Inspection  Pickup  U.S. Mail  Email

Fees Collected: \$ \_\_\_\_\_ /Copies \$ \_\_\_\_\_ /Certification \$ \_\_\_\_\_ /Other

**COMPLETE BELOW IF ACCESS TO ANY RECORD(S) IS DENIED**

Reason for Denial (cite FOIA exemption): \_\_\_\_\_

Name/Title of Officer Issuing Denial: \_\_\_\_\_ Date of Response: \_\_\_\_\_ Attach copy of all written responses for file.