



CLAY COUNTY SHERIFF'S OFFICE

SHERIFF ANDY MYERS
P.O. BOX 267
LOUISVILLE, IL 62858

FREEDOM OF INFORMATION ACT REQUEST FORM

REQUESTOR		
NAME-	DATE-	
ADDRESS-		
CITY-	STATE-	ZIP-
PHONE NUMBER-	CELL PHONE-	
INFO ABOUT REQUEST		
DATE(S) OF RECORD(S) REQUESTED-		
*IS THIS A COMMERCIAL REQUEST? YES <input type="checkbox"/> NO <input type="checkbox"/>		
TYPE OF RECORDS REQUESTED-		
TYPE OF INCIDENT-		
LOCATION OF INCIDENT-	DATE AND TIME OF INCIDENT-	
ARE YOU REQUESTING COPIES? YES <input type="checkbox"/> NO <input type="checkbox"/>	**ARE YOU REQUESTING A FEE WAIVER? YES <input type="checkbox"/> NO <input type="checkbox"/>	
SHERIFF'S OFFICE USE ONLY		
RECEIVED BY-	DATE RECEIVED-	REQUEST DUE DATE-
AMOUNT DUE \$	EXTENSION REQUESTED?	YES <input type="checkbox"/> NO <input type="checkbox"/>
REQUEST APPROVED <input type="checkbox"/>	FOIA OFFICER-	
DETAILS OF RESPONSE-		
REQUEST DENIED <input type="checkbox"/>	FOIA OFFICER-	
***REASONS DENIED-		

**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, if requested to do so by the public body. 5 ILCS 140.3.1(c).*

*** If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).*

**** If a member of the public believes that Clay County Sheriff's Office has improperly denied his or her FOIA request, then the member of the public may submit a Request for Review to the PAC. A Request for Review may be submitted to the PAC by U.S. Mail, please address it to:*

*Cara Smith
Public Access Counselor
Office of the Attorney General
500 S. 2nd Street
Springfield, Illinois 62706*

To submit a Request for Review by electronic mail, please e-mail the request to Cara Smith, Public Access Counselor, publicaccess@atg.state.il.us.

REQUESTOR

DATE

CCSO

DATE