

## Illinois State University

### Request for Police Report under the Illinois Freedom of Information Act

To request a copy of an Illinois State University police report you may submit this form to the Police Department or:

- Send via personal delivery, mail, telefax, or other means, a letter or e-mail to the Public Records Office requesting the report. That address is:
  - Public Records Officer  
Illinois State University  
Campus Box 1000  
Normal, Illinois 61791-1000  
Telefax: (309) 438-5319  
[publicrecords@ilstu.edu](mailto:publicrecords@ilstu.edu)

If you send a letter or submit an email, please include as much of the information below as possible.

Requestor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Report number (if known): \_\_\_\_\_

Incident date: \_\_\_\_\_

Name of individual in Report: \_\_\_\_\_ DOB of individual: \_\_\_\_\_

Other Parties Involved or Business involved (if any) \_\_\_\_\_

Type of incident and other pertinent information regarding the incident (be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this request for a commercial purpose? (Yes or no) \_\_\_\_\_

**\*Please be specific in how you would like the report delivered back to you (email, telefax, mail, or you will pick up in person). If mailing to an address different from above:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Unless otherwise notified, your request for public records will be complied within five (5) business days after its receipt. \*Please note some police records may be exempt and will be redacted or denied in accordance with the Illinois Freedom of Information Act.