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

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.