



**FREEDOM OF INFORMATION REQUEST FORM**

**Natasa Markovic**  
Freedom of Information Officer  
Palatine Police Department  
595 N. Hicks Rd.  
Palatine, IL 60067  
Phone: (847) 359-9034  
Fax: (847) 359-9096  
E-mail: [NMarkovic@palatine.il.us](mailto:NMarkovic@palatine.il.us)

Date of Request \_\_\_\_\_  
*(Response will be within five (5) working days after receipt)*

**(PLEASE PRINT CLEARLY)**

Requestor's Name \_\_\_\_\_  
First Name Last Name

Requestor's Company Name (if applicable) \_\_\_\_\_

Requestor's Address \_\_\_\_\_  
Number & Street City State Zip

E-mail: \_\_\_\_\_

Cell/Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Records sought (be as specific as possible: type of records, include address of property, dates/timeframe, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am the owner of the property for which the records are being requested. \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

*It is a violation for a person to knowingly obtain public records without disclosing that it is for a commercial purpose.*  
Are the records sought for a commercial purpose? \_\_\_\_\_ Yes \_\_\_\_\_ No *(Response within 21 working days.)*

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Would you like to receive the requested information electronically, if feasible? \_\_\_\_\_ Yes \_\_\_\_\_ No

=====  
Reproduction Costs  
No Charge for first 50 pages of black and white (letter/legal sized copies)  
After the first 50 copies, the fee is \$.15 per pg. for black & white copies (\$.25 per pg. for color) (letter/legal size)  
\$.25 - 11" x 17" (\$.50 – color copy) \$5.00 - Motor Vehicle Accident Reports  
\$3.00 - Large Copies (2'x3' or larger) \$1.00 - Certification Cost (by Clerk's Office)  
\$1.00 – CD \$1.00 - DVD  
*Prices are subject to change, without notice.*

**FOR OFFICE USE ONLY**

**FOIA REQUEST #** \_\_\_\_\_

Request Due By: \_\_\_\_\_ Copies made/Size: \_\_\_\_\_ Cost: \_\_\_\_\_