



**CITY OF PARK RIDGE  
POLICE DEPARTMENT**

200 S. VINE AVE  
PARK RIDGE, IL 60068  
TEL: 847/318-5252  
FAX: 847/318-5308  
TDD: 847/ 318-5252  
www.parkridgepolice.org

**FREEDOM OF INFORMATION REQUEST**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_ Report Number \_\_\_\_\_

\_\_\_\_\_ Date/Time of Incident \_\_\_\_\_

Signature \_\_\_\_\_ Type/Nature of Incident \_\_\_\_\_

Telephone Home \_\_\_\_\_ Location of Incident \_\_\_\_\_

Work \_\_\_\_\_ E-Mail Address\* \_\_\_\_\_

\*I authorize the police department to email any responsive records to the above email address \_\_\_\_\_ (please initial)  
Note: If you do not initial email authorization, the response to this request will be sent via US mail (or left for pick-up if indicated below).

**Records requested:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE CIRCLE YOUR RESPONSE TO THE FOLLOWING STATEMENTS/QUESTIONS:**

I would like to pick-up any responsive records and be contacted when the records are available: Yes No

Is this information to be used for commercial purposes? Yes No

*Note: It is a violation of the Freedom of Information Act to knowingly obtain a public record for commercial purposes without disclosing that it is for a commercial purpose*

Please indicate if you wish to inspect the above captioned records or obtain a copy of them: Inspection Copy

I wish to have copies certified at a fee of \$1.00 per document? Yes No

	<b>Copy Fees:</b>
Legal or letter size, black and white:	no fee for the first 50 pages, \$0.15 per page thereafter
Oversized:	actual cost
Color copies:	actual cost
Accident reports:	\$5.00 standard report, \$20.00 accident reconstruction report pursuant to 625 ILCS 5/11-416

\*\*\*\*\* **OFFICE USE ONLY (BELOW)** \*\*\*\*\*

Date Received \_\_\_\_\_ Date Response Due \_\_\_\_\_ Date Response extended to \_\_\_\_\_

Fee \_\_\_\_\_ Fee Explanation \_\_\_\_\_

Request filled by \_\_\_\_\_ Date Request filled \_\_\_\_\_

**Mission Statement** *The overall mission of the Police Department is to reduce the frequency and severity of external harm to persons and property; to quickly render hazardous situations safe; to rescue the endangered; to help people to live peaceably together; to maintain an atmosphere of personal security; and to identify and utilize community resources to solve criminal and social problems.*