



**City of South Beloit Police Department
519 Blackhawk Blvd. South Beloit, IL 61080
815-389-3491**



Request for Public Records

FREEDOM OF INFORMATION ACT: Under the Freedom of Information Act, certain information may not be released. This includes but is not limited to; information regarding juvenile offenders, pending investigations, information that would impede investigations, and information that violates the right of personal privacy. Section 7(1)(b) of FOIA (5 ILCS 140/7(1)(b) (West 2016)) allows a public body to withhold "private information, unless disclosure is required by another provision of this Act, a State or federal law or a court order."

Forms not providing sufficient information to be processed may be denied.

Requestor Information	
Name:	Today's Date:
Address:	
Phone:	Email:
Preferred Method of Delivery: <input type="checkbox"/> Email <input type="checkbox"/> Call to pick up in person <input type="checkbox"/> Mail	
Record Information	
Records Requested:	Case Number:
Date of Incident:	Time of Incident:
Other:	

The City of South Beloit will respond to the above request within five (5) working days from the receipt of this request unless one or more of the five (5) reasons for an extension of time provided for in Section 3(d) of the Act are invoked by the City.

Signature of person making request

FOR OFFICE USE ONLY:

Date Received: _____ Date Responded To: _____

Notes: _____

Kim McKee, Administrative Records Clerk