



WEST CHICAGO POLICE DEPARTMENT
325 Spencer St · West Chicago, Illinois 60185 · Phone: 630.293.2222 · Fax: 630.231.2621

DONALD J. GONCHER
Chief of Police

FREEDOM OF INFORMATION REQUEST

Support Services
West Chicago Police Department
325 Spencer St.
West Chicago, IL 60185

(Please Print)

I, (Name) _____ (Date of Birth) _____

(Street) _____ Unit/Apartment) _____

(City) _____ (State) _____ (Zip Code) _____

(Phone number) _____

Your relationship to the case: _____

Request the opportunity to: inspect or, receive a copy of the following records.

In order to process your request we must have:

A CASE NUMBER : _____

THE DATE OF REPORT: _____ **and TIME OF REPORT:** _____

Without the above information your request must encompass reasonable dates, times and persons involved.

There is no charge for the copying of letter and legal size documents for up to 50 pages. Charges will be; \$.15 per page beyond 50 pages, \$5.00 for accidents and \$20.00 for reconstructed accidents; the actual costs for reproducing other records and color prints and \$1.00 for certification.

Signature _____ Today's Date _____

Request Taken By

Due Date
