

Ottawa Police Department Freedom of Information Request for Public Records

Send to:

Ottawa Police Department
Attn: Records Division
301 W. Lafayette St.
Ottawa, IL 61350-2077

Phone: (815) 433-2131
Fax: (815) 433-4600
E-mail: records@cityofottawa.org

Requested by:

Name: _____

Street: _____

City/State/Zip: _____

Phone: _____

Date of Request: _____

Record(s) request: (provide date/time/name, etc., if known)

Indicate preference: _____ a copy of the above record(s) (fee required)
 _____ to inspect the above record(s) (no fee)

Departmental Use Only Below This Line

Date Received	Date Processed	Signature (FOI Representative)

Request process as follows:

- _____ **GRANTED:** Completed immediately and fee, if any, paid.
- _____ **GRANTED:** Will be presented to you upon payment of \$_____.
- _____ **GRANTED:** May be inspected at the Ottawa Police Department on: Date:_____ Time:_____.
- _____ **DENIED:** See attached denial sheet for explanation.
- _____ **OTHER:** Could not locate record(s) as requested (see comments).

Comments:

