



740 Lakeview Parkway, Vernon Hills IL 60061 Phone: 847-247-4896
Fax: 847-367-3734 Email: vhrecords@vhills.org

FREEDOM OF INFORMATION REQUEST (FOIA) FOR POLICE RECORDS

REQUESTOR'S INFORMATION:

Name: _____

Address: _____

Telephone: _____ Email: _____

I WISH TO RECEIVE A COPY: Via Mail Via Email Via Fax Pick up at PD

REQUESTED INFORMATION:

VERNON HILLS CASE NUMBER (IF KNOWN): _____

IF CASE NUMBER IS UNKNOWN: Please identify specific persons, locations, addresses, dates, documents and other information in detail.

Submit this request to the Vernon Hills Police Department, 740 Lakeview Parkway, Vernon Hills, Illinois, 60061 or via the email address or fax number listed above. The Vernon Hills Police Department will respond to your request within five (5) working days unless the Police Department invokes one or more of the seven (7) reasons for an extension of time provided for in Section 3(d) of the Freedom of Information Act.

Date: _____

*****FOR OFFICE USE ONLY*****

Date Received: _____

5-Day Extension Letter Sent: _____

Date Due: _____

New Due Date: _____