



ROUND LAKE HEIGHTS POLICE DEPARTMENT POLICE RECORDS REQUEST

DATE RECEIVED: STAFF INITIALS:

For Internal Use Only

REQUEST NO.:

DATE COMPLETED:

REPORT PICKED UP Y ☐ N ☐

619 WEST PONTIAC COURT | Round Lake Heights, IL. 60073-1328 Phone (847) 546-9704 foia@rlhpd.org

REQUESTOR NAME: CONTACT NUMBER:

MAILING ADDRESS: CITY: STATE: ZIP:

EMAIL ADDRESS: ADDITIONAL CONTACT INFORMATION:

DETAILS OF INCIDENT	REASON FOR RECORDS REQUESTED (Check appropriate box.)
DATE & TIME OF INCIDENT:	<input type="checkbox"/> VICTIM <input type="checkbox"/> ACCIDENT REPORT*
REPORT #:	<input type="checkbox"/> ATTORNEY <input type="checkbox"/> PERSON INVOLVED
OFFICER:	<input type="checkbox"/> INSURANCE
LOCATION & TYPE OF INCIDENT:	<input type="checkbox"/> REPRESENTATIVE OF INSURANCE COMPANY/ADJUSTING AGENCY/CLAIM #
PARTIES INVOLVED:	<input type="checkbox"/> OTHER:

* Accident Report Certification – "I certify I am an involved party, vehicle owner, or insurance company; or attorney, or private investigator representing an involved party."

RECORDS AVAILABLE FOR REQUEST (Check all that apply.)
<input type="checkbox"/> REPORT
<input type="checkbox"/> ACCIDENT REPORT
<input type="checkbox"/> 911 CALL
<input type="checkbox"/> AUDIO RECORDING
<input type="checkbox"/> PHOTOGRAPHS
<input type="checkbox"/> BWC VIDEO **
<input type="checkbox"/> OTHER:

Will the record be used in a claim against the United States?

☐ YES ☐ NO

**Officer worn camera (BWC) videos will be redacted in accordance with public information laws and the entire video will be blurred to comply with privacy acts.

DISCLAIMER & CERTIFICATION

Round Lake Heights, including its departments, agencies, boards, commissions, officers, officials, agents, volunteers, and employees, does not warrant and shall not be responsible or liable for any loss, consequence, or damage resulting directly or indirectly from reliance upon the accuracy, reliability, or timeliness of any record provided pursuant to this request. Any person or entity relying upon record provided pursuant to this request does so at the person's or entity's own risk and assumes the responsibility of verifying any information used or relied upon. Round Lake Heights is not required to create records to satisfy a request and requestors only have the right to receive records that are already in existence and in the format in which they are currently kept.

I hereby certify under penalty of perjury that the requested records will not be used for commercial purpose as defined by Illinois Compiled Statutes § 720 ILCS 5/32-2

PLEASE INDICATE YOU HAVE READ THE DISCLAIMER
& CERTIFICATION ABOVE BY CHECKING THIS BOX:

☐

DATE:

PRINT FORM