

FOIA Request
How to file a Freedom of Information Act Request
with the Bureau County Sheriff's Office

The following are instructions on how to file a Freedom of Information Act (FOIA) request with the Bureau County Sheriff's Office.

1. Please make your request for the records in writing. The Bureau County Sheriff's Office does not require the completion of a standard form for this purpose. You may submit your written request by mail, fax, or e-mail.

Please send your requests to:

Deputy Annette Bonnell
22 Park Ave W
Princeton, IL 61356
foia@bureaucountysheriff.org

Sgt. Dexter Hansen
22 Park Ave W
Princeton, IL 61356
foia@bureaucountysheriff.org

2. Please be as specific as possible when describing the records you are seeking. Remember the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions.

3. Please tell us whether you would like copies of the requested records, or whether you wish to examine records in person. You have the right for either option.

4. There is no fee up to 50 pages of standard paper copies. For pages beyond 50, there is a .15 cent per page charge.

5. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or similar statement) in your written FOIA request: "I request a waiver of all fees with this request." In addition, you must include a specific explanation as to why your request for the information is in the public interest-not simply your personal interest-and merits a fee waiver.

6. Please include your name, preferred telephone number(s), mailing address, and, if you wish, your electronic mail address.

Freedom of Information Act Request to the Bureau County Sheriff's Office

***Note to Requester: This form is designated to provide you with the helpful guidance on how to submit a FOIA request to the Bureau County Sheriff's Office. You do not need to use this form. You may submit a FOIA request in any written form that you choose. You should retain a copy of your FOIA request for your files.*

Request Submitted to:

FOIA Officer
Deputy Annette Bonnell
22 Park Ave W
Princeton, IL 61356
foia@bureaucountysheriff.org

FOIA Officer
Sgt. Dexter Hansen
22 Park Ave W
Princeton, IL 61356
foia@bureaucountysheriff.org

Date Requested _____

Request Submitted by: _____ E-Mail _____ U.S.Mail _____ Fax _____ In Person

Name of Requester _____

Street Address _____

City, State, Zip _____

Telephone (optional) _____ E-mail (optional) _____

Fax (optional) _____

Records requested: Provide as much specific detail as possible to help identify the information that you are seeking. Additional pages may be attached if necessary.

Do you want to receive copies of the documents? _____ YES _____ NO

Or do you want to review the documents at the Bureau County Jail? _____ YES _____ NO

If you would like to receive copies of the documents:

Do you want paper copies or electronic copies ? _____ PAPER _____ ELECTRONIC

If you want electronic copies, please indicated the format in which you would like to receive them

Is this request for commercial purposes? _____ YES _____ NO

Are you requesting a fee waiver? _____ YES _____ NO