



# CITY OF BATAVIA

JEFFERY D. SCHIELKE  
Mayor

## FREEDOM OF INFORMATION REQUEST FOR POLICE RECORDS

REQUESTOR'S NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY / STATE / ZIP CODE \_\_\_\_\_

PHONE NUMBER (BEST TO BE REACHED) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

PLEASE CIRCLE DESIRED METHOD OF RECEIPT:    **MAIL**                      **PICK-UP**                      **E-MAIL**                      **FAX**

**\*\*\*PLEASE DESCRIBE IN DETAIL THE INFORMATION BEING REQUESTED\*\*\***

INCIDENT NUMBER(S) \_\_\_\_\_

DATE(S) OF INCIDENT(S) \_\_\_\_\_

ADDRESS OR LOCATION(S) \_\_\_\_\_

DESCRIPTION OF INCIDENT OR REQUEST \_\_\_\_\_

**A COPY OF THE REQUESTOR'S PHOTO IDENTIFICATION MUST BE ATTACHED WITH THIS REQUEST.**

ALL NON-COMMERCIAL REQUEST FOR PUBLIC RECORDS WILL BE RESPONDED TO WITHIN FIVE (5) BUSINESS DAYS FROM THE RECEIPT OF THE REQUEST. IF THE INFORMATION YOU SEEK CANNOT BE MADE AVAILABLE WITHIN FIVE (5) BUSINESS DAYS, YOU WILL BE NOTIFIED WITHIN THIS TIMEFRAME WITH REASON(S) FOR THE NECESSARY EXTENSION. LASTLY, THERE IS A \$5.00 FEE FOR ACCIDENT REPORTS. FOR ALL OTHER REPORTS, THE FIRST FIFTY (50) PAGES ARE FREE OF CHARGE, WHILE ANY ADDITIONAL PAGES THEREAFTER ARE .15 CENTS PER ADDITIONAL PAGE.

**IS THIS A REQUEST BEING MADE FOR COMMERCIAL PURPOSES (PLEASE CIRCLE):                      YES                      NO**

\*COMMERCIAL PURPOSE MEANS THE USE OF ANY PART OF A PUBLIC RECORD OR RECORDS OR INFORMATION DERIVED FROM PUBLIC RECORDS, IN ANY FORM FOR SALE, RESALE OR SOLICITATION OR ADVERTISEMENT FOR SALES OR SERVICES. REQUESTS MADE FOR COMMERCIAL USE ALLOW TWENTY-ONE (21) BUSINESS DAYS FOR A RESPONSE.

REQUESTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*\*CITY OF BATAVIA USE ONLY BELOW\*\*\***

DATE REC'VD \_\_\_\_\_ BY \_\_\_\_\_ DUE DATE \_\_\_\_\_ 5-DAY EXT. DATE \_\_\_\_\_

CASE STATUS:    **CASE CLOSED**    **PENDING INVESTIGATION**    **COURT PROCEEDINGS**    **UNABLE TO LOCATE**

FOIA OFFICER \_\_\_\_\_ COMPLIANCE DATE \_\_\_\_\_

FURNISHED VIA:    **MAIL**                      **PICKUP**                      **EMAIL**                      **FAX**                      DATE \_\_\_\_\_

DOCUMENT(S) ATTACHED \_\_\_\_\_ COPY FORWARDED SENT TO CITY ADMIN