

**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:

Bureau County Sheriff's Office  
Attn: FOIA Officer  
700 South Main Street  
Princeton, IL 61356  
FAX: (815) 872-0334  
[bcsfo.foia@bureaucounty-il.gov](mailto:bcsfo.foia@bureaucounty-il.gov)

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 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:  
Bureau County Sheriff's Office  
Attn: FOIA Officer  
700 South Main Street  
Princeton, IL 61356  
FAX: (815) 872-0334  
[bcsso.foia@bureaucounty-il.gov](mailto:bcsso.foia@bureaucounty-il.gov)

Date Requested: \_\_\_\_\_

Request submitted by: \_\_\_\_\_ E-Mail \_\_\_\_\_ U.S. Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person

Name of Requestor: \_\_\_\_\_  
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.

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Do you want to receive copies of the documents? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Do you want to review documents at the Bureau County Jail? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Do you want paper or electronic copies? \_\_\_\_\_ PAPER \_\_\_\_\_ ELECT  
If you want electronic copies, please indicate 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