Coles-Moultrie 911

Freedom of Information Act Request Form

Written request for inspection or copying of Public Records pursuant to the Freedom of Information Act.

Return to: Coles-Moultrie 911, 10500 State Hwy 16 Suite #1, Mattoon, IL. 61938 or email: **MRenfro@co.coles.il.us**

Name of person making request: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Email Address: _____

Describe the Public Records you are requesting – be specific, i.e. date, participants, etc.:

Date of incident: _____ Call Number: _____

Location of incident: _____

Full name and Date of birth of Person(s) involved: _____

Additional Information: _____

_____

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_____

The above-requested records are for the purpose of furthering a commercial enterprise (circle one): Yes – No

_____ _____

Signature of person making request *Date*

Preferred Response? (Circle One): Certified Mail – or – Email – or – Pick-Up

The Coles-Moultrie Emergency Communications Center will respond to the above request within five (5) business days from the date requested. Or within twenty-one (21) business days in the case of requests for commercial purposes. Unless one or more reasons for an extension of time, as set forth in 5 ILCS 120 is invoked by the Center.