

FOIA Request

Note to requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with Public Access Counselor, you will need to submit a copy of your FOIA request.

Kankakee County Coroner's Office
3000 South Justice Way
Kankakee, Illinois 60901

Date Requested: _____

Name of Requester: _____

Requester's Relationship to Decedent: _____

Street Address: _____

City/State/County/Zip Code: _____

Telephone (optional): _____

E-mail (optional): _____

Fax (optional): _____

Name of Decedent: _____

Date of Death (if known): _____

Records Requested: **Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

___ Inquiry Report (\$5)

___ Toxicology Report (\$25)

___ Coroner's Report (\$25)

___ Scene Photos (\$3 per photo)

___ Autopsy Report (\$50)

___ Autopsy Photos (\$3 per photo)

___ Inquest Transcript (\$5 per page)

___ Other (please specify): _____

Do you want copies of the documents?: YES or NO

-Do you want electronic copies or paper copies?: _____

-If you want electronic copies, in what format?: _____

Is this request for a Commercial Purpose?: YES or NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c).

Are you requesting a fee waiver?: YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c).

Case Number: _____

Date Received: _____

Date to Respond By: _____

Action Taken: _____

Action Taken: _____

Action Taken: _____

Action Taken: _____

Action Taken: _____

Action Taken: _____

Action Taken: _____

FOR CORONER'S OFFICE USE ONLY !!