

# Freedom of Information Act Request to the City of Peru

*\*\*Note to Requester: This form is designated to provide you with helpful guidance on how to submit a FOIA request to the City of Peru. You do not need to use this form. You may submit a FOIA request in any written format that you choose. \*\**

Request Submitted to:

**FOIA Officer**

Stephanie Piscia

1901 4<sup>th</sup> Street

Peru, IL 61354

Fax: 815.223.9489

E-mail: [spiscia@peru.il.us](mailto:spiscia@peru.il.us)

**FOIA Officer (Police Department)**

Michelle Wagner

2650 N. Peoria Street

Peru, IL 61354

Fax: 815.223.2267

E-mail: [records@perupolice.org](mailto:records@perupolice.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. Please note in accordance with FOIA guidelines, requests will be fulfilled within 5 business days after its receipt or 21 business days for commercial request.*

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Or do you want to review the document in the City Clerks Office/Police Department?  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 indicate the format in which you would like to Receive them: \_\_\_\_\_

*The City of Peru will provide documents in the electronic format requested, if feasible.*

Is this request for a commercial purpose? \_\_\_ YES \_\_\_ 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 it is requested to do so by a public body. 5 ILCS 1403.3.1(c)*

Are you requesting a fee waiver? \_\_\_ YES \_\_\_ NO

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