



# DeKalb County Sheriff's Office

ADMINISTRATION OFFICE • 815-895-7260  
CIVIL PROCESS • 815-895-7259  
COMMUNICATION CENTER • 815-895-2155  
CORRECTIONS/JAIL • 815-895-4177  
FAX • 815-899-0757 - SHERIFF  
FAX • 815-895-7275 - COMMUNICATIONS  
FAX • 815-895-6525 - CORRECTIONS

"TO SERVE AND PROTECT"

**ANDREW SULLIVAN, SHERIFF**  
**JAMES BURGH, CHIEF DEPUTY**

## DEKALB COUNTY SHERIFF'S OFFICE FREEDOM OF INFORMATION REQUEST

### REQUESTOR INFORMATION

Name \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### RECORDS REQUEST INFORMATION

Report/Case# \_\_\_\_\_ Date & Time of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_ Deputy who handled report \_\_\_\_\_

Description of Records Requested (Please be as specific as possible. Use additional paper if necessary. Unless otherwise specified, only the basic report will be given.)

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

Are these records to be used for commercial purposes? Yes \_\_\_\_\_ No \_\_\_\_\_

### HOW DO YOU WANT THE RECORDS DELIVERED?

- EMAIL (must be the same email address from which this request was sent to us)
- POSTAL MAIL  Address noted above  Other Address: \_\_\_\_\_
- LOBBY PICK UP (We will call when records are ready for pick up)

*The DeKalb County Sheriff's Office has (5) five business days to respond to this request. Please note there is no charge for copies up to 50 pages. Beyond 50 pages, the cost is 15 cents per page. There is a \$25.00 charge per disk for video/audio provided on DVD. There will be no charge for videos sent via the cloud link. The cloud link will expire after (7) days.*

\*\*\*DEKALB COUNTY SHERIFF'S OFFICE USE ONLY\*\*\*

Date Request Received \_\_\_\_\_ Date Response Due \_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_