



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
RECORDS • 815-895-7216
FAX • 815-899-0757 - SHERIFF
FAX • 815-895-7275 - COMMUNICATIONS
FAX • 815-895-6525 - CORRECTIONS
FAX • 815-899-0757 - RECORDS

"TO SERVE AND PROTECT"

ANDREW SULLIVAN, SHERIFF

JAMES BURGH, CHIEF DEPUTY

DEKALB COUNTY SHERIFF'S OFFICE FREEDOM OF INFORMATION REQUEST FORM

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 paper copies up to 50 pages. Beyond 50 pages, the cost is 15 cents per page. There is a \$25.00 charge for video/audio provided on electronic media (each).

DEKALB COUNTY SHERIFF'S OFFICE USE ONLY

Date Request Received _____ Date Response Due _____

Notes _____
