



Freedom of Information Act Request

Ann Arbor Police Department – Records Section
301 E. Huron, Ann Arbor, MI 48104
Phone (734) 794-6954 FAX (734) 994-9928

Office Use Only

FOIA # _____

Due: _____

Extension: Denied:

You may request a copy of a report if it is not exempt as specified in the Freedom of Information Act (F.O.I.A.) **You will be charged the allowable fees under F.O.I.A.** or you need to show documentation showing that you, the requestor, are receiving public assistance or other facts showing inability to pay due to indigence. A requesting person must pay all prior amounts owed by him/her for F.O.I.A. requests made of the City before any further F.O.I.A. request need be processed.

Requestor Information (please print):

Date Requested

Your Phone Number (include area code)

Requestor Name / Company

Street

Apt.

City

State

Zip

I, the requestor, agree to pay all allowable F.O.I.A. fees. Also, I, the requestor, am not a party to any civil action against the City, or by the City against myself, and I am not acting on behalf of such a party involving the records I am requesting at this time.

Signature

Print Name (if not printed above)

Request Description (please print):

Incident Report Number(s)

Incident Location

Date / Time of Incident

Name of Person(s) Involved

Your relation to person(s) involved

Description of Incident:

F.O.I.A. requests can take up to five business days to complete. According to the MI Attorney General Opinion No. 5500 (n) and the City of Ann Arbor Administrative Policy #104, the five-day response provision begins the day after the public body has received the request. Under unusual circumstances, such as an unusually large number of public records that need to be retrieved or searched, the City may, within the five business days after the day the request is received, issue a notice extending for not more than ten business days. After review and approval are complete you may pick up the report at Ann Arbor Police Records, 301 E. Huron, Ann Arbor, MI 48104 or have it mailed to you (payment must be received prior to mailing.)

I will pick up my request

Please mail to the requestor's address above (payment must be made first)

***** **Police Use Only** *****

_____	+	_____	+	_____	+	_____	+	_____	=	_____
Records Search Time		Lieutenant's Review Time		Attorney's Review Time		Communications Sergeant's Time		Records Response Time		TOTAL TIME
_____		_____		_____		_____		_____	=	_____
Total No. of Pages		Other Fees (DVD, wav file, etc)		Pick Up Fee (←Other Fees) + (# of pages x .05)		Postage (no fee for first 8 pages)		Certified Mail Fee (w/signature)		Total w/Mail fee

See Fee Schedule if FOIA takes over 1 hour to complete