

**GROSSE POINTE SHORES DEPARTMENT OF PUBLIC SAFETY  
MICHIGAN FREEDOM OF INFORMATION ACT  
REQUEST FOR PUBLIC RECORDS**

<b>Request Date:</b>	Pursuant to the FOIA, there may be a charge for the preparation of records. A charge of \$5.00 (five dollars) for the initial incident report plus \$1.00 (one dollar) for each additional page necessary. We will attempt to contact you if the cost exceeds \$15.00 (fifteen dollars).
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<b>Name of Requestor / Name of Company Requesting Information</b>
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<b>Address</b>
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<b>Primary Telephone</b>	<b>Secondary Telephone</b>
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**TYPE OF RECORD REQUESTED:**

<input type="checkbox"/> <b>POLICE REPORT</b>	<input type="checkbox"/> <b>TRAFFIC CRASH / ACCIDENT REPORT</b>
<input type="checkbox"/> <b>FIRE REPORT</b>	<input type="checkbox"/> <b>VIDEO (There is a \$50.00 charge for each copy)</b>
<input type="checkbox"/> <b>EMS / AMBULANCE REPORT</b>	<input type="checkbox"/> <b>OTHER INFORMATION (Please Specify Below)</b>

<b>If not listed above, please specify what types of records that you are requesting:</b>

<b>REPORT NUMBER:</b>	<b>INCIDENT DATE:</b>
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<b>LOCATION OF EVENT (PLEASE BE SPECIFIC):</b>
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**SUBJECT SPECIFIED IN THE RECORD:**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE NAME</b>
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<b>DATE OF BIRTH</b>	<b>RACE</b>	<b>SEX</b>	<b>PHONE NUMBER</b>
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<b>ADDRESS</b>
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**METHOD OF ACCESS**

- COPIES TO BE MAILED (PLEASE PROVIDE ADDRESS IF DIFFERENT FROM REQUESTOR)
- COPIES TO BE OBTAINED AT GROSSE POINTE SHORES PUBLIC SAFETY DEPARTMENT
- COPIES TO BE FAXED TO REQUESTOR (PROVIDE FAX NUMBER) \_\_\_\_\_
- DEPARTMENT ASKED TO CONTACT REQUESTOR WHEN RECORDS ARE AVAILABLE
- REQUESTOR WILL CONTACT DEPARTMENT IN (5) FIVE WORKING BUSINESS DAYS

**OFFICE USE ONLY**

<b>DATE RECEIVED</b>	<b>DATE RESPONSE REQUIRED</b>				
<b>EXTENSION REQUESTED</b>	<b>YES</b>	<b>NO</b>	<b>GRANT IN FULL:</b>	<b>GRANT IN PART:</b>	
<b>REASON FOR PARTIAL GRANT / DENIAL:</b>					
<b>APPEAL RECEIVED DATE:</b>			<b>APPEAL RESPONSE DATE:</b>		
<b>APPEAL RESPONSE SENT:</b>			<b>CHARGE FOR RECORD:</b>	<b>PAID</b>	<b>YES</b> <b>NO</b>