



## FREEDOM OF INFORMATION ACT REQUEST

Please review the City's Freedom of Information Act Policy and the Public Summary located at [www.sterling-heights.net](http://www.sterling-heights.net)

Requests for City records: FOIA Coordinator, 40555 Utica Road, P.O. Box 8009, Sterling Heights, MI 48311-8009

Requests for Police Records: Sterling Heights Police Department, c/o FOIA Coordinator, 40333 Dodge Park Road, Sterling Heights, MI 48313

Requests for Fire Records: Sterling Heights Fire Department, c/o FOIA Coordinator, 41625 Ryan Road, Sterling Heights, MI 48314

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

Describe the public record(s) you are requesting as specifically as possible. You may use this form or attach additional sheets:


Requesting:  Copies  On-Site Inspection  Subscription to a record issued on regular basis  Certified Copies

Delivery Method:  Will Pick Up  Will inspect onsite  Mail to address above

Other: \_\_\_\_\_

Note: The City is not required to provide records in a digital format or on digital media if the City does not already have the technological capability to do so.

### I AGREE TO THE FOLLOWING:

- All or some of the records I am requesting may be available on the City's website. I will pay the applicable additional charge (if any) for the City to provide me with copies of those records.
- I will pay the extra cost for single-sided copies.
- I agree to pay the extra cost for employee overtime to fill this request more expediently.
- I prefer to obtain the requested records for a pre-set fee established for providing a City service rather than go through the FOIA process. I understand this fee will be \$\_\_\_\_\_.
- I understand that this request may take longer than the time allowed under state law. Therefore, I have agreed that the deadline for filling this request will be extended to: \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

INTERNAL USE ONLY

Request Identifier and Date Received: \_\_\_\_\_ First Discovered in Junk/Spam Folder:  n/a  \_\_\_\_\_ by \_\_\_\_\_ (initials)  
Date