

POLICE DEPARTMENT FREEDOM OF INFORMATION ACT REQUEST

Sterling Heights Police Department, c/o FOIA Coordinator, 40333 Dodge Park Road, Sterling Heights, MI 48313
E-mail to shpdfoia@sterling-heights.net / Fax to (586) 276-4069

The City's Freedom of Information Act Policy and the Public Summary may be reviewed at www.sterling-heights.net.

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 Email records

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:

- 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: _____.
- ACCIDENT REPORTS: IF THIS IS A REQUEST FOR A MOTOR VEHICLE ACCIDENT REPORT THAT WAS FILED WITHIN THE PRECEDING 30 DAYS, I ACKNOWLEDGE BY MY SIGNATURE BELOW THAT I (AND ANY ORGANIZATION I MAY REPRESENT) AM PROHIBITED, UNDER MCL 257.503, FROM: (A) USING THE REPORT FOR ANY DIRECT SOLICITATION OF AN INDIVIDUAL, VEHICLE OWNER, OR PROPERTY OWNER LISTED IN THE REPORT; AND (B) DISCLOSING ANY PERSONAL INFORMATION CONTAINED IN THE REPORT TO A THIRD PARTY FOR COMMERCIAL SOLICITATION OF AN INDIVIDUAL, VEHICLE OWNER, OR PROPERTY OWNER LISTED IN THE REPORT. VIOLATION OF THIS LAW IS A MISDEMEANOR, SUBJECT TO POTENTIAL FINES UP TO \$30,000.00 AND POTENTIAL IMPRISONMENT.**

Signature: _____ **Date:** _____

INTERNAL USE ONLY

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