

Plainwell Department of Public Safety

Michigan Freedom of Information Act REQUEST FOR PUBLIC RECORDS

<p>Name of Requester: _____</p> <p>Company (If Any): _____</p> <p>Street Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone: _____</p> <p>Area Code: (_____) Number: _____</p>	<p>Method of Access Desired</p> <p><input type="checkbox"/> Copies to be Mailed</p> <p>Address (if different from that given at left)</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Copies to be Inspected at:</p> <p>_____</p> <p><input type="checkbox"/> Other Location (Specify)</p> <p>_____</p>
<p>Your Client or Insured: _____</p> <p>Your File Number: _____</p>	<p>Signature of Requester: _____</p> <p>Date: _____</p>
<p>Name Referred to in Record: _____</p> <p>Date of Birth: Drivers License No. _____</p>	<p>Public Safety Use Only</p> <p><input type="checkbox"/> Letter Attached</p> <p><input type="checkbox"/> Telephone</p> <p><input type="checkbox"/> In Person</p>
<p><input type="checkbox"/> Complaint Report (Give Report Number, If Known): _____</p> <p><input type="checkbox"/> Traffic Accident Report (Give Report Number, If Known): _____</p> <p><input type="checkbox"/> Criminal History Record</p> <p><input type="checkbox"/> Other Record (Describe)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Departmental Member Receiving Request:</p> <p>Date: _____ Time _____</p> <p>Complaint Number: _____ File Class: _____</p> <p><input type="checkbox"/> Copy of Requested Records Attached</p> <p><input type="checkbox"/> Requested Records Unavailable</p>
<p>Date of Event (Be Specific): _____</p> <p>Location of Event (Be Specific): _____</p> <p>Specific Event to Which Record Refers:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Recommendation On Release of Records</p> <p><input type="checkbox"/> Release</p> <p><input type="checkbox"/> Deny (Reason): _____</p> <p>_____</p> <p>_____</p> <p>Signature of Director of Public Safety: _____</p> <p>Date: _____</p> <p><input type="checkbox"/> Notification of City Administrator</p> <p>Records Use Only</p> <p>Notification Date to Requester: _____ Time: _____</p> <p>Cost \$ _____</p>