



# FOIA Request Form

## Freedom of Information Act

Office Use Only	
Date Received:	_____
Date Due:	_____
10-day extension:	<input type="checkbox"/>
Denied:	<input type="checkbox"/>

Please submit to: St. Johns Police or Fire Department  
 FOIA Coordinator  
 109 E. State St., P.O. Box 477  
 St. Johns, MI 48879  
 Tel: (989) 224-6721 Fax (989) 224-2320  
 awilson@ci.saint-johns.mi.us  
 Hours: Monday – Friday, 8am – 4pm (Closed on holidays)

This form is for police or fire records. For other City of St. Johns records, contact the City Clerk.

You may request a copy of a police report under the Michigan Freedom of Information Act (FOIA). Some reports may be exempt from disclosure. You will be charged the allowable fees under FOIA 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 FOIA requests made to the City before any further FOIA requests will be processed.

**Requestor Information (please print):**

Date of Request \_\_\_\_\_ Your Phone Number \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Email \_\_\_\_\_

I, the requestor, agree to pay all allowable FOIA fees and affirm that I am not requesting records or information relating to a civil action in which I (or a person on whose behalf I am making this request) and the City are parties.

Requestor's Signature \_\_\_\_\_

**Request Description (please print):** Incident Report Number(s), if known \_\_\_\_\_

Approximate Incident Location: \_\_\_\_\_

Approximate date/time of the incident: \_\_\_\_\_

Name and birthdate of person(s) involved, if known: \_\_\_\_\_

Your relation to person(s) involved: \_\_\_\_\_

Brief description of incident(s): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- I will pick up my request, or, I authorize \_\_\_\_\_ to pick it up, with their photo ID.
- Please mail to the requestor's address above (payment must be received first)
- Please send to the e-mail listed above (payment must be received first)

You will receive a response within five business days, counted from the day after your request is received. Electronically transmitted requests are deemed received the day after they are sent. The City may, within the five business days, issue a notice extending the request for not more than 10 business days. If the estimated costs exceed \$50, you may be required to provide a deposit before your request will be fulfilled. After review and approval are complete, you may pick up the records or have them send via mail or e-mail to you. Records will be released only after payment is received.