REQUEST FOR PUBLIC RECORDS

Public records may be requested online. Visit www.michigan.gov/FOIA-MSP for additional information.

I. Requestor Information

The name, mailing address, and either a valid telephone number or email address of the individual making the request are required pursuant to MCL 15.233(1).

Name of Requesting Person	Phone	Email Address	
Street Address	City	State	Zip Code
Entity Representing, if applicable	Client name, insured name, file/reference number		

II. Type of Record Requested

Mark the checkbox for the type of record being requested.

- ☐ Incident (Police) Report
- ☐ UD-010 Traffic Crash Report (Statutory $15.00 Fee)
- ☐ Photographs
- ☐ Internet Criminal History Access Tool (ICHAT) Report (Statutory $10.00 Fee)
- ☐ In-car camera video*
- ☐ Body-worn camera video*
- ☐ Other record:

*Please note: Requesting video increases the costs and processing time of a records request.

III. Describe the Record

Complete all applicable fields with as much detail as possible.

Incident

Incident (Police) Report Number	Date of Incident	Location Where Incident Occurred

Subject

Name of Subject**	Date of Birth**	Sex	Driver License Number

**Subject name and date of birth are required for an Internet Criminal History Access Tool (ICHAT) Report

Other

Additional description of records

IV. Method of Access (Select Only One)

- ☐ Secure download link
- ☐ Mail to requestor (To address in Section I)
- ☐ Mail to another address (Complete fields below)

Name
Legal-Ease Digital Imaging

Street Address	City	State	Zip Code
2496 Meadowcroft Dr	Burton	MI	48519

- ☐ Inspect Copies by Appointment

If this option is selected an inspection time will be arranged with the Records Resource Section at the Michigan State Police Headquarters located at 7150 Harris Drive, Dimondale, Michigan 48821.

Submit form via one of the following methods:

Email: MSPRecords@michigan.gov	**Mail:** Michigan State Police Attn: Records Resource Section P.O. Box 30634 Lansing, Michigan 48909-0634	**Fax:** 517-241-1935