



**Franklin-Bingham Farms
Police Department**

32311 Franklin Rd.
Franklin, MI 48025
(248) 626-9672 phone
(248) 538-5450 fax

FOIA

Freedom of Information Act
REQUEST FOR PUBLIC RECORD

I. Requestor Information: (Method of Request) **Email** (see attached) **Letter** (see attached) **In Person**

Name of Person Making Request		Phone Number	Email Address	Date
Street Address		City	State	ZIP Code
Company Representing, if applicable	Name of Client or Insured, if applicable		Claim/File/Reference Number, if applicable	Signature of Requestor

II. Type of Record Requested:

Incident Report

Report Number	Date of Incident	Location of Incident	Name(s) Referred to in Report
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Traffic Crash Report - available by visiting www.clemis.org

Report Number	Date of Incident	Location of Incident	Name(s) Referred to in Report
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Other:

Date of Incident	Location of Incident	Description
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III. Authorization to Release: (Police Department Use Only)

Date	Officer (Print)	Signature	<input type="checkbox"/> No Record <input type="checkbox"/> Released <input type="checkbox"/> Exempt/Denied (see attached)
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IV. Release Information: (Police Department Use Only)

Fee Chart Report-----\$5.00 CD/DVD-----\$10.00 USB Data Stick ----\$15.00 Admin Fee/hr. ----\$15.00 Paper Fee/Ream ---\$4.00	<input type="checkbox"/> Crash Report Qty _____	<input type="checkbox"/> Case Report Qty _____	<input type="checkbox"/> CD/DVD Qty _____	<input type="checkbox"/> USB Data Stick Qty _____
	<input type="checkbox"/> Excessive Paper Charge _____	<input type="checkbox"/> Administrative Fee _____		TOTAL DUE _____
	<input type="checkbox"/> No Charge	<input type="checkbox"/> Cash _____	<input type="checkbox"/> Check _____	Receipt No. _____
Date of Delivery	Method			<input type="checkbox"/> Pickup <input type="checkbox"/> Fax

Additional Information/Disposition -

V. Receiver Information:

Date	Receiver (Print)	Receiver (Signature)
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