



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. ----\$17.00 Paper Fee/Ream ---\$6.00	<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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