



# Hampton Township Police Freedom of Information Act Request Form

Once completed and signed please return this form to Hampton Township Police Department by:

- Hand delivery or regular mail to Hampton Township Police Dept., 745 W. Center Road, Essexville, MI 48732
- Fax (989) 892-0597

Date: \_\_\_\_\_ I would like to receive my response by:  Mail  Email  Fax  
 Pick up  Other \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Please describe the documents you are requesting – **be as specific as possible**, include date, location, time, names of parties involved, and a report number if available. Failure to supply sufficient information may result in denial of your request pursuant to MCL §15.235(5)(5)(b).

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

I would like to: (only check one box)

- Receive a copy of the requested documents  Review the original document  
 Review and inspect a copy of the documents

I agree and understand that reasonable charges for copy, mailing costs, and labor may apply.

Further, I: (only check one box)

- Request a fee estimate to be provided within three (3) business days. I understand that the FOIA Coordinator is allowed five (5) business days after I receive and agree to the fee estimate to provide the requested documents.  
 Agree to pay the reasonable charges incurred in compiling a response to my request for documents  
 Non-Profit organization documentation or indigence affidavit attached. See MCL §15.234.  
[www.legislature.mi.gov/](http://www.legislature.mi.gov/)

If this request is for a motor vehicle accident report that has been filed with Hampton Township Police, by signing below **this request will act as my statement that I acknowledge** under MCL §257.503, and I (and any organization I might represent) am prohibited from: a.) using the report for any direct solicitation of an individual, vehicle owner, or property owner listed in the report and b.) disclosing any personal information contained in the report to a third party for commercial solicitation, of an individual, vehicle owner, or property owner listed in the report, until thirty (30) days after the date the report is filed. Violation of this law is a misdemeanor, subject to fines and imprisonment.

\_\_\_\_\_  
Signature  
Print your name here: \_\_\_\_\_

Office Use Only:
Rec'd on: _____
Rec'd via: _____
Response due: _____