



**FREEDOM OF INFORMATION ACT REQUEST FORM**  
Request for Examination Copy of Records

You are encouraged, but are not required, to use this form to make your request. If you do not use the form, your written request should provide all of the information sought on this form. You may submit your request in person at the St. Clair Police Department. Send it through email to: [tstocker@cityofstclair.com](mailto:tstocker@cityofstclair.com) (FOIA in subject line), fax to (810) 329-5299, or mail to:

**City of St. Clair-Police Department**  
**ATTN: Timothy Raker-Police Chief**  
**547 N. Carney Drive**  
**St. Clair, MI 48079**

As a government agency, the St. Clair Police Department is required to comply with Public Act 442 of 1976, the Freedom of Information Act (FOIA). Pursuant to the FOIA, the St. Clair Police Department is entitled to charge a fee for a public record search if certain conditions exist. Refer to the Written Public Summary of FOIA Procedures and Guidelines for explanation of possible fees. You will be contacted by the FOIA Coordinator with any applicable charges prior to distribution of the FOIA documents. Information can also be found on the City of St. Clair website: [www.cityofstclair.com](http://www.cityofstclair.com)

**Please Print Clearly**

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

Date of Request: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers License: \_\_\_\_\_

Address: \_\_\_\_\_

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

I wish to  examine or  receive a copy of the following record(s):

Requester Signature: \_\_\_\_\_

**Section 5 (2) of the Michigan Freedom of Information Act requires a Public Body to respond to a request to a public record within 5 business days after receiving the request.** The Police Department may take ten additional business days if necessary, to fill the request due to the diverse locations or large volume of the material. If it is determined that some or all of the materials requested to review or have copied may not be disclosed, a written denial including the reason for the denial and explaining the right to appeal will be provided. Costs associated with the request may also be assessed, as provided in FOIA.

<p><b><u>Review - Records Use Only</u></b></p> <p>Total Charges Due: _____</p> <p>Records Clerk Signature _____</p> <p>Date of Notification _____</p>	<p><b><u>Review - Records Use Only</u></b></p> <p>Notified On: _____</p> <p>Sergeant Signature _____</p> <p>Chief of Police Signature _____</p>
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