



Public Safety Records:
 St. Clair Police Department
 547 N. Carney Drive
 St. Clair, MI 48079
 Phone ~ (810) 329-5710
 FAX ~ (810) 329-5299
 email ~ SCPD@cityofstclair.com

**Freedom of Information Act (FOIA)
Public Records Request Form**

You may submit your request in person at the City of St. Clair Police Department office, or you may email the request to the above address or by the FAX number provided.

As a governmental agency, the City of 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 City of 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 the distribution of the FOIA documents. Information may also be found on the City of St. Clair website: www.cityofstclair.com.

Please Print Clearly:

Name: _____ Date of Request: _____

Address: _____

Phone No.: _____ Email: _____

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

Requester signature: _____

How would you like to receive the information? _____ email _____ Fax _____ Pick-up _____ US mail

Section 5 (2) of the Michigan Freedom of Information Act requires a Public Body to respond to a request for a public record within 5 business days after receiving the request. The Police Department may take ten (10) 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 denial and explaining the right to appeal will be provided. Costs associated with this request may also be assessed, as provided in FOIA.

Departmental approval: _____