

**ALMA POLICE DEPARTMENT**  
**Request for Written Complaint/Accident Report**

The Alma Police Department is happy to forward a copy of a police report or accident to you. There is a \$5.00 processing fee that must accompany the request. Any case that is subject to Freedom of Information guidelines will need a FOIA Request. Cases that are currently under investigation or being processed by the Prosecutor are not generally available.

Name of Person Making Request \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Complaint/Accident Number \_\_\_\_\_

Date of Occurrence \_\_\_\_\_

Location of Incident \_\_\_\_\_

Please send me the documents \_\_\_\_\_

I will Pick up documents \_\_\_\_\_

Forward this form to the Alma Police Department - Fax 463-6233  
525 E. Superior St.  
Alma, MI 48801

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Office Use Only

Date received \_\_\_\_\_

Payment attached \_\_\_\_\_

Date sent/picked up \_\_\_\_\_