

ALMA POLICE DEPARTMENT

FREEDOM OF INFORMATION REQUEST

You may request a copy of a report or incident if it is not exempt as specified in the Freedom of Information Act. A requesting person must pay all amounts owed by him/her for FOIA requests made of the Alma Police Department prior to processing such request.

Date Requested _____

Your Name _____

Your Address _____
Street # Street name City State zip

Telephone _____

Name of person involved _____

I request the following information: (Report #, Date, Time, Location, etc.)

You may pick up the report at the Alma Police Department or have it mailed to you after review and approval is complete. This may take up to five business days to complete.

____ Will pick up

____ Please mail

Minimum fee of \$5.00 (some requests will require additional fees)

Reports still active in the Criminal Justice System are not available under the Freedom of Information Act.

Your Signature _____

Date _____

Approved Y N _____
(if denied, reason attached)

Date request turned over _____