Wyoming Department of Public Safety
Freedom of Information Request

The Michigan Freedom of Information Act permits persons to request copies of public records. You may be required to pay for costs incurred in retrieving or copying such records. Some records may be exempt from disclosure.

Today's Date: _____ Name: _____

Address: _____
(Street) (City) (State) (ZIP Code)

Phone: _____ Email: _____

Request to: ☐ Receive Copy ☐ Inspect Record

Description of Records (please print)
Describe specifically the records you are requesting. If you are not sufficiently specific, it may be impossible to identify the records you request and your request may be denied. You may be contacted for clarification.

_____
Subject(s) Name(s) and DOB(s) or Approximate Age(s)

_____
Incident Number, if known Type of Incident

_____
Location of Incident, if known Date and Time of Incident or Date Range

Specify Document(s) / Information Requested: _____
_____
_____
_____

Please select how you would like to receive the requested records: ☐**Pick up** ☐**Mail** ☐**Fax**

Due to the nature of the request, a labor charge may be charged for the search, examination, review, and (if appropriate) the deletion and separation of exempt from non-exempt information as provided in Section 4 of the Freedom of Information Act. This fee is being charged because failure to do so would result in unreasonably high costs to the City. The City of Wyoming FOIA Fee Calculation Form, FOIA Policy and Guidelines, FOIA Written Public Summary, FOIA Request and Appeal Forms, can be located at http://www.wyomingmi.gov/FOIA. Click "FOIA page."

You will receive a response within five (5) business days after receipt of your request. Electronically transmitted requests are deemed received one (1) business day after the electronic transmission is made. The City may, within the five (5) business days, issue a notice extending the request for not more than ten (10) business days. If the estimated costs exceed $50, you may be required to provide a deposit before your request will be fulfilled. You will be charged allowable fees under FOIA unless you provide an affidavit stating that you are receiving public assistance or are otherwise unable to pay due to indigence (in which case the first $20 of the fees shall not be charged).

SUBMIT TO: Wyoming Dept. of Public Safety Records Unit
2300 De Hoop Ave., SW
Wyoming, MI 49509

FAX: 616-261-3527 or

EMAIL: pd_info@wyomingmi.gov

To Be Completed By Wyoming DPS Records Unit

Request Received Date: _____ Date Completed: _____

Completed By: _____

HONOR - COURAGE - DUTY – TRUST