



REQUEST FOR PUBLIC RECORDS

Public records may be requested online. Visit www.elsie.org for additional information.

I. Requestor Information			
The name, mailing address, and either a valid telephone number or email address of the individual making the request are required pursuant to MCL 15.233(1).			
Name of Requesting Person	Phone	Email Address	
Street Address	City	State	Zip Code
Entity Representing, if applicable	Client name, insured name, file/reference number		
II. Type of Record Requested			
Mark the checkbox for the type of record being requested. ☐ Incident (Police) Report ☐ UD-010 Traffic Crash Report (Statutory \$15.00 Fee) ☐ Photographs ☐ In-car camera video* ☐ Body-worn camera video* ☐ Other record: *Please note: Requesting video increases the costs and processing time of a records request.			
III. Describe the Record			
Complete all applicable fields with as much detail as possible.			
Incident			
Incident (Police) Report Number	Date of Incident	Location Where Incident Occurred	
Other			
Additional description of records			
IV. Method of Access			
☐ Pick Up ☐ Mail to requestor (To address in Section I) ☐ Mail to another address (Complete fields below)			
Street Address	City	State	Zip Code
☐ Inspect Copies by Appointment If this option is selected an inspection time will be arranged with the FOIA Coordinator at the Village of Elsie Police Department/Village Office located at 125 West Main Street Elsie MI, 48831.			
Submit form via <u>one</u> of the following methods:			
Email: dbryce@elsie.org		Mail: Village of Elsie Attn: Destinee Bryce PO Box 408 Elsie, MI 48831	