

FREEDOM OF INFORMATION FORM
LIVONIA POLICE DEPARTMENT
CENTRAL RECORDS BUREAU

When a request for a police report that may contain information of a sensitive nature is made, it is necessary that such a report be processed through our "Freedom of Information" Office.
See instructions below.

DATE _____

NAME OF PERSON MAKING REQUEST _____

YOUR RELATIONSHIP, PERSON REPRESENTING, OR INTEREST IN
OBTAINING RECORD _____

REPORT NUMBER _____ TYPE OF INCIDENT _____

DATE OF EVENT _____ LOCATION _____

NAME(S) OF INVOLVED PERSON (S) _____

Describe the public record(s) as specifically as possible: _____

HOME ADDRESS OF REQUESTING PERSON _____

PHONE NUMBER WHERE YOU CAN BE REACHED BETWEEN 8:00 a.m. AND 4:00 p.m.

HOME/CELL _____ EMAIL _____

1. If you are requesting a copy of a record, fill out all of the above information to the best of your knowledge. Failure to provide sufficient information may cause delays or possibly result in our not being able to locate the records that you want.
2. Because the records which you are requesting must be located and reviewed, our department has a response time of five (5) business days. **PLEASE NOTE:** Some material may be deemed to be exempt from disclosure and you will be advised of this in writing.
3. After the records have been located, reviewed, and prepared you will be notified of the fee. At this time pick-up or mailing instructions will be arranged.
4. For further information, contact 734-466-2382.

NOTICE: Under the **Michigan Freedom of Information Act (1976 P.A. 442)** the City of Livonia is not required to summarize, make, or compile a record for you, but only to permit you to inspect or receive a copy of a record which it possesses and which is already in existence.

BE ADVISED THAT THERE ARE SEARCH AND REPRODUCTION COSTS INVOLVED.
IF YOU DO NOT INTEND TO FOLLOW THROUGH,
PLEASE REFRAIN FROM MAKING REQUESTS