

REQUEST FOR PUBLIC RECORDS

AUTHORITY: MCL 15.235; COMPLIANCE: Voluntary

I. Requestor Information					<i>*Required Information **Must provide phone number or email</i>				
Name of Person Making Request*		Phone Number**	Extension	Email Address**		Date			
Street Address*		City*		State*		ZIP Code*			
Company Representing, if applicable		Name of Client or Insured, if applicable		Claim/File/Reference Number, if applicable					
II. Type of Record Requested: Place a check mark next to the type(s) of record being requested and provide the requested details.									
<input type="checkbox"/> Incident Report									
Report Number		Date of Incident	Location of Incident		Name(s) Referred to in Report				
<input type="checkbox"/> Traffic Crash Report (UD-10) Traffic crash reports <i>may</i> also be available by visiting https://policereports.lexisnexis.com/index/									
Report Number		Date of Incident	Location of Incident		Name(s) Referred to in Report		Driver's License Number		
<input type="checkbox"/> Photos									
Date of Incident		Location of Incident		Description					
<input type="checkbox"/> Video									
Date of Incident		Location of Incident		Description					
<input type="checkbox"/> Other:									
Date of Incident		Location of Incident		Description					
III. Method of Access to Record: Select one of the options below.									
<input type="checkbox"/> Mail to Requestor (Use address provided in Section I)									
<input type="checkbox"/> E-Mail to Requestor (Use e-mail address provided in Section I)									
<input type="checkbox"/> Mail To (If different than address in Section I)									
Name			Street Address		City		State	ZIP Code	
<input type="checkbox"/> Inspect Copies by Appointment. (An inspection time will be arranged with the University's General Counsel's Office located at 120 E. Cedar St, Big Rapids, MI 49307.									

Submit Form Via One of the Following Methods:

Mail To:
Miles Postema, VP & General Counsel
FOIA Coordinator
120 E. Cedar St.
Big Rapids, MI 49307

Email: FOIA@ferris.edu

Phone: (231) 591-3894 **Fax:** (231) 591-2085

For Additional Information:

Phone: (231) 591-5000 - FSU DPS Dispatch

Websites:

Department of Public Safety
www.ferris.edu/publicsafety

University General Counsel
<https://ferris.edu/HTMLS/administration/president/generalcounsel/foia.html>