# REQUEST FOR PUBLIC RECORDS

**AUTHORITY:** MCL 15.235; **COMPLIANCE:** Voluntary

## I. Requestor Information

<table>
<thead>
<tr>
<th>Name of Person Making Request</th>
<th>Phone Number ( ) -</th>
<th>Extension</th>
<th>Email Address</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>City</td>
<td>State</td>
<td>ZIP Code</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Representing, if applicable</th>
<th>Name of Client or Insured, if applicable</th>
<th>Claim/File/Reference Number, if applicable</th>
</tr>
</thead>
</table>

## II. Type of Record Requested:

- **Incident Report**
  - Report Number
  - Date of Incident
  - Location of Incident
  - Name(s) Referred to in Report

- **Traffic Crash Report (UD-10)**
  - Traffic crash reports are also available by visiting [https://policereports.lexisnexis.com/index/](https://policereports.lexisnexis.com/index/)
  - Report Number
  - Date of Incident
  - Location of Incident
  - Name(s) Referred to in Report
  - Driver’s License Number

- **Photos**
  - Date of Incident
  - Location of Incident
  - Description

- **Video**
  - Date of Incident
  - Location of Incident
  - Description

- **Other**
  - Date of Incident
  - Location of Incident
  - Description

## III. Method of Access to Record:

- Mail to Requestor (Use address provided in Section I)
- Mail To (If different than address in Section I)

<table>
<thead>
<tr>
<th>Name</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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:** MilesPostema@ferris.edu
**Phone:** (231) 591-3894
**Fax:** (231) 591-2086

For Additional Information:
**Phone:** (231) 591-5000 FSU DPS Dispatch

**Websites:**
[Department of Public Safety](https://ferris.edu/publicsafety)
[University General Counsel](https://ferris.edu/HTMLS/administration/president/generalcounsel/foia.html)