

REQUEST FOR PUBLIC RECORDS

AUTHORITY: MCL 15.235; COMPLIANCE: Voluntary

I. Requestor Information				
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 are also 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"/> 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: 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
www.ferris.edu/publicsafety

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