

Date Received: \_\_\_\_\_

# **City of Tawas City Police Department**

## **Request for Public Records**

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Mailing Address (Include Zip Code)

(\_\_\_\_\_) \_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Contact Email

1. **Type of report of requesting:**  Crash/Accident Report (\$10.00 fee)  Police Report (Subject to FOIA)

2. **State the crash/police report number, date/time of incident, name of persons involved, and a description of the public record you are requesting:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Regarding the document of interest, do you:**  want a copy or  just want to look at it

4. **Method of Access Desired:**  Pickup  Mail  Examine  Email

\_\_\_\_\_  
Signature of Requesting Individual

\_\_\_\_\_  
Date

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**TO BE COMPLETED BY CITY STAFF**

**Cost Assessment:**

**Labor** (Subject to FOIA)  
(to nearest ¼ hr) \$ \_\_\_\_\_

**Mailing** (Subject to FOIA) \$ \_\_\_\_\_

**Copy Charges** (Subject to FOIA)  
(# of pages @ 10¢ per page) \$ \_\_\_\_\_

**Total Due:** \$ \_\_\_\_\_

\_\_\_\_\_  
Staff Person Receiving Request

\_\_\_\_\_  
Date