



**CITY OF DEARBORN HEIGHTS
FREEDOM OF INFORMATION ACT REQUEST FOR PUBLIC RECORDS**

MICHIGAN FREEDOM OF INFORMATION ACT, PUBLIC ACT 442 OF 1976, MCL 15.231, et. seq.

Copies of the City's Freedom of Information Act Procedures and Guidelines and the Written Public Summary are maintained on the City's website at: www.dearbornheightsmi.gov and at Dearborn Heights City Hall, 6045 Fenton, Dearborn Heights, MI 48127. City Hall is open to the public Monday through Thursday from 8:00am-5:00pm.

Mailing Address: City of Dearborn Heights Attn: FOIA Coordinator, 6045 Fenton, Dearborn Heights, MI 48127

Telephone Number.: (313) 791-3490 / Fax: (313) 791-3401

E-Mail Address: FOIA@dearbornheightsmi.gov

For Dearborn Heights Police Department Records (i.e., Accident Reports, Police Related Incident/Case Reports), provide your FOIA request in person, mail, fax, or email to the following:

Address: 25637 Michigan Ave. Dearborn Heights, MI 48125

Telephone Number.: (313) 277-7471/ Fax: (313) 274-8456

E-Mail Address: records@dearbornheightsmi.gov

Hours of Operation: Monday - Thursday 8:00am to 4:00pm

For Dearborn Heights Fire Department Records, provide your FOIA request in person, mail, or email to the following:

Address: 1999 N. Beech Daly Rd. Dearborn Heights, Michigan 48127

Phone Number: Main: (313) 791-3657 / Fax: NO FAX AVAILABLE

Email Address: FOIA@dearbornheightsmi.gov

Hours of Operation: Monday - Thursday 7:00am to 5:00pm

For EMS Records, please contact the Fire Department Record Keeper at (313) 791-3650

Name: _____
(LAST) (FIRST) (MI)

Firm/Organization: _____

Address: _____
(STREET) (CITY & STATE) (ZIP CODE)

Telephone Number: _____ **Email/Fax** _____

Request for: Copy Record Inspection

Non-Paper Physical Media (i.e. Computer Discs; Digital Drives, etc. only if the City possesses the necessary technological capability to provide the records in the requested format)

Subscription to Record Issued on a Regular Basis

Delivery Method: Will Pick-Up Mail to Address Above Email to Address Above

DESCRIPTION OF PUBLIC RECORD(S) REQUESTED – You may attach additional sheets if necessary

Describe in detail the documentation/information being requested. PLEASE BE SPECIFIC. If the request is unclear, it could prevent the City from providing the documentation/information. Include information such as property address, incident number, date of occurrence, time frame of records requested, etc.

Requestor's Signature: _____ Date: _____

FOR CITY USE ONLY:

SUBMITTED: IN-PERSON BY U.S. MAIL BY FAX/EMAIL

DATE FILED: _____ ACCEPTED/RECEIVED BY: _____

FIVE (5) DAY RESPONSE DATE: _____

TEN (10) DAY EXTENSION DUE DATE: _____

RESPONDING DEPARTMENT(S)/DIVISION(S): _____