

Muskegon Central Dispatch 9-1-1

Request for FOIA Information

Effective January 1, 2003 a \$25 fee will be charged for all FOIA requests that can be completed within one hour. An additional \$25 will be charged for each hour thereafter necessary to fulfill the FOIA request. Any request exceeding \$100 or more will require one half of the full amount to be paid prior to processing the order. The total amount due is to be paid at the time of pick up.

Date of Request _____ Date of Incident _____
Time of Submission _____ Time of Incident _____
Info Requested by _____
Name Agency Requesting

Incident Data

Give the specifics of incident and nature of request with the complaint number:

Complaint Number

Reason for Request:

I certify that the information from this CD will be utilized in the conduct of official business of my agency and for the sole and express purpose / purposes outlined above. I fully understand that any other use may expose me and my agency to legal and criminal liability.

Signature

Date

Authorization to Release Information - Print Name

Date

Authorization to Release Information - Signature

Date

Muskegon Central Dispatch 9-1-1 Use only

Date and Time Received

Date and Time Started

Date and Time Completed

Total Time Involved

CD Prepared By

Total Cost of CD Request

Received By

Cash Check Number

Method of payment

Remarks: _____

Deposition: _____