



MONTCALM COUNTY CENTRAL DISPATCH AUTHORITY
657 North State Street • Stanton, Michigan 48888 • (989) 831-5253

FOIA Request Form

Date of Request: _____	Departmental Use: YES NO
Requestor Information: *REQUIRED*	Report/Incident # _____

Name: _____ Email: _____

Address: _____ Phone #: _____

Reason for the Request: _____

Check all requested:

<input type="checkbox"/> 911 Call	<input type="checkbox"/> Radio Transmissions
<input type="checkbox"/> CAD Report	<input type="checkbox"/> Non-Emergency Calls

Incident Information:

Type of Incident: _____ Location of Incident: _____

Date of Incident: _____ Time of Incident: _____

How would you like to receive your information

☐ Email _____

☐ Will Pick Up

Additional Notes: _____

ADMINISTRATION USE ONLY

DROP OFF OR EMAIL TO: FOIA@MONTCALM911.ORG

Processing:

Date: _____ Start Time: _____ Completion Time: _____

Processing Time (minutes): _____ Cost of Request: _____

Request Completed By: _____

Date of Payment: _____ Type of Payment: ☐ Cash ☐ Check # _____

All FOIA requests that take 30 minutes or less to complete are subject to a flat rate of \$12.00. Any request that takes longer than 30 minutes to complete will be charged an additional .35 cents per minute in addition to the flat rate. This fee will be waived in accordance with fee waivers listed in FOIA and for all agencies that MCCDA services, so long as the request is for departmental use.