



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*		
Name: _____	Email: _____	
Address: _____	Phone #: _____	
Reason for the Request: _____		
<u>Check all requested:</u>		
<input type="checkbox"/> 911 Call <input type="checkbox"/> Radio Transmissions		
<input type="checkbox"/> CAD Report <input type="checkbox"/> Non-Emergency Calls		
<u>Incident Information:</u>		
Type of Incident: _____	Location of Incident: _____	
Date of Incident: _____	Time of Incident: _____	
<u>How would you like to receive your information</u>		
<input type="checkbox"/> Email _____		
<input type="checkbox"/> Will Pick Up		
Additional Notes: _____		
ADMINISTRATION USE ONLY		
DROP OFF OR EMAIL TO: FOIA@MONTCALM911.ORG		
<u>Processing:</u>		
Date: _____	Start Time: _____	Completion Time: _____
Processing Time (minutes): _____		Cost of Request: _____
Request Completed By: _____		
Date of Payment: _____		Type of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> 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.