



**City of East Lansing  
Fire Department  
1700 Abbot Rd.  
East Lansing, MI 48823  
Phone: (517) 332-1956 Fax: (517) 337-1112**



**FREEDOM OF INFORMATION ACT REQUEST**

**To be completed by the requestor:**

Date of request: \_\_\_\_\_

Nature of request and description of public records sought:

\_\_\_\_\_

**Patient Name:** \_\_\_\_\_ **Date of Incident:** \_\_\_\_\_

Company Representing (If Applicable): \_\_\_\_\_

Location or Street Address of Incident: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone # w/area code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

In accordance with City of East Lansing Policy Resolution 2010-11, the City charges \$2.00 for the first page and .10 for each additional page - most fire department requests fall under this category. However, for multiple page documents which must be assembled, collated, or stapled, the cost shall be calculated by multiplying the hourly rate of the lowest paid employee capable of furnishing the information by the actual amount of time required to perform these tasks. If the fee exceeds \$50.00 a deposit of one-half of the total fee is requested by law before the public records are processed.

All approved requests must be picked up *in person* at East Lansing Fire Department, Station #1, 1700 Abbot Road, East Lansing, MI 48823. Valid Driver's License, State ID or Passport is required for proof of identity.

**For office Use Only:**

Date of Incident: \_\_\_\_\_

Address of Incident: \_\_\_\_\_

Incident # or Other: \_\_\_\_\_

Date Request Received: \_\_\_\_\_ Request Received By: \_\_\_\_\_