

POLICE REPORT REQUEST = FREEDOM OF INFORMATION ACT REQUEST:

In order to obtain a police report, you have to fill out a Freedom of Information Act Request Form here at the window or you may email your request to:

Policerecords@nilesmi.org

Your FOIA Request will count as received the following business day when sent to the email address above.

A FOIA response will be issued within 5 business days of the Received request.

**The response may be a notice of extension allowing NPD additional time to gather and review the responsive records. A notice of extension is sent to the requestor when additional time is needed to process the request. The notice of extension will include the due date, by which NPD Records must issue a response to the request. **

The fee varies based on the type of record and the labor costs for retrieval and review of the documents. As the fees vary, the Records Department is not able to give an estimate of the fee until the request has been received. Once the request is received, NPD Records will notify you if your request will require a payment or good faith deposit under [MCL 15.234](#).

**If there is an estimated fee over \$50.00 for obtaining the requested documents, half fee payment must be received prior to reviewing and redacting documents. **