



MICHIGAN STATE UNIVERSITY POLICE DEPARTMENT

1120 Red Cedar Road, East Lansing, MI 48824-1278

Records Bureau: (517) 355-1830 Fax: (517) 432-1404

Non-Emergency: (517) 355-2222 E-mail: records@police.msu.edu

REQUEST FOR DISCLOSURE OF POLICE RECORDS

(MSU Police **DOES NOT** release copies of active/open reports.)

| | | | | | | | | | |
|--|------|-----|------------------------|-------------------------|---------------------|---------------|--|-------------------|--|
| Requestor | | | | Last Name | | First Name | | Middle Name | |
| Mr. | Mrs. | Ms. | Dr. | | | | | | |
| Date of Birth | | | | Driver's License Number | | Issuing State | | Student ID Number | |
| | | | | | | | | | |
| Local Street Address | | | | | | | | Apartment | |
| | | | | | | | | | |
| City | | | | | | State | | ZIP Code | |
| | | | | | | | | | |
| Preferred Telephone | | | | | Secondary Telephone | | | | |
| | | | | | | | | | |
| Requesting: | | | | | | | | Report # | |
| A copy of an adjudicated report, i.e. closed or dismissed cases | | | | | | | | | |
| A local criminal history ("background") check | | | | | | | | | |
| A copy of a private property traffic accident | | | | | | | | | |
| A letter of confirmation for lost, damaged, or stolen property (if the case is currently open) | | | | | | | | | |
| Select reason for background check | | | | | | | | | |
| Employment | | | Study abroad | | | | | | |
| Court | | | Attorney | | | | | | |
| ASMSU | | | Other (please explain) | | | _____ | | | |
| I understand and agree that the MSU Police Department has up to fifteen (15) business days to respond to my request. | | | | | | | | | |
| I also understand and agree to pay a processing fee, which does not guarantee I will receive a copy of the requested report. | | | | | | | | | |
| X _____ | | | | | | | | | |
| Requestor's Signature | | | | | | Date | | | |
| Unless otherwise noted, you will be contacted via your preferred telephone number when your request is available for pick-up at the Police Service Desk. | | | | | | | | | |

DO NOT WRITE BELOW THIS LINE

| | | | | | |
|----------------------|--|----------------------|--|------------------|--|
| Date Received | | ID Verified By Cadet | | Fee Collected By | |
| | | | | | |
| Special Instructions | | | | | |
| | | | | | |

PIO/RECORDS USE ONLY

| | | | | | | |
|---|--|---|----|--|--------------|------|
| Date Received | | Request retrieved by (Records employee) | | | Initial Here | |
| | | | | | | |
| Does not meet criteria for release under departmental policies and procedures | | | | | | |
| Copy of report available for Defense Counsel at Prosecutor's Office | | | | | | |
| No record of arrest or charges | | | | | | |
| Requestor's copy provided | | | | | | |
| Disposition | | Date | By | | Follow-Up | Date |
| | | | | | | |