



## Police Records & FOIA

To obtain a copy of your:

- Adjudicated police report (closed or dismissed)
- A letter of confirmation for lost, damaged, or stolen property on open cases
- A personal local criminal history background check
- Private property crash reports (Traffic Accidents Reports can be requested from the [Michigan Traffic Crash Purchasing System](#))

**MSU DPPS may only release copies of reports to the Suspect or Victim involved in closed criminal reports or Driver/ Registered owner in accident reports. MSU DPPS does NOT release copies of active/open reports.**

- 1. Fill out the attached form.** If you are unsure what the Report number is, include the approximate date the incident occurred. Please write legibly.
- 2. Drop off, Email, or mail in the form (ID verification required)**
  - Drop off at the front desk: Bring ID for verification. Our department is open 24/7 and located at 1120 Red Cedar Rd. East Lansing, Mi 48824.
  - Email: Email form and copy of your ID to [Records@dpps.msu.edu](mailto:Records@dpps.msu.edu)
  - Mail: Mail form and copy of ID to 1120 Red Cedar Rd. East Lansing, Mi 48824.
- 3. You will receive a response or your requested documents within 15 business days.**

To submit a **FOIA Request** please contact the MSU FOIA Office @ 517-353-3929 [foia@msu.edu](mailto:foia@msu.edu)  
[www.foia.msu.edu](http://www.foia.msu.edu)

Records Department

Department of Police and Public Safety

Michigan State University

[Records@dpps.msu.edu](mailto:Records@dpps.msu.edu)

(Office) 517-355-1830

(Fax) 517-432-1404



MICHIGAN STATE UNIVERSITY  
**POLICE**

# REQUEST FOR DISCLOSURE OF POLICE RECORDS

Illegible Forms will not be processed!!

*MSU Police Department does NOT release copies of active/open reports*

## REQUESTOR DETAILS

LAST NAME		FIRST NAME		MIDDLE NAME		Phone Number	
Street Address		City		State	Zip Code	Date of Birth	
Driver License Number	Issuing State	E-mail address		Method of Delivery for Report			
				<input type="checkbox"/> Pick-up at MSU Police <input type="checkbox"/> U.S. Mail <input type="checkbox"/> E-Mail			

Requesting:	Report # or Date
<input type="checkbox"/> A copy of an adjudicated report, i.e., closed or dismissed cases	
<input type="checkbox"/> A local criminal history ("background") check*	
<input type="checkbox"/> A copy of a private property traffic crash	
<input type="checkbox"/> Letter of confirmation for lost, damaged, or stolen property, i.e., the case is still open	

\*If background check, select the reason for the request

<input type="checkbox"/> Employment	<input type="checkbox"/> Study Abroad Program
<input type="checkbox"/> Court	<input type="checkbox"/> Attorney
<input type="checkbox"/> ASMSU	<input type="checkbox"/> Other (please explain) <input type="text"/>

I understand and agree by my signature to this request that the MSU Police Department has up to fifteen (15) business days to respond to my request.

X	
Requestor's Signature	Date Signed

### DO NOT WRITE BELOW THIS LINE

Date Received	ID Verified By Cadet?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Special Instructions			

### FOR MICHIGAN STATE UNIVERSITY RECORDS OFFICE USE

Date Received	Request Received By	Initials	Disposition By	Disposition Date	Follow-Up	Date
Reason for Disposition						
<input type="checkbox"/>	Does not meet criteria for release under department policies			<input type="checkbox"/>	No record of arrest or charges	
<input type="checkbox"/>	Copy of report available for Defense Counsel at Prosecutor's Office			<input type="checkbox"/>	Requestor's copy provided	