

**LAW ENFORCEMENT RESOURCE CENTER  
AUDIO/VISUAL MATERIALS RESERVATION FORM**

**NOTE: MATERIALS MUST BE RESERVED AT LEAST TEN DAYS PRIOR TO REQUIRED  
DATE OF RECEIPT**

**Name:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_ **Agency I.d.#:** \_\_\_\_\_

**Agency Shipping Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number (Business and/or Home):** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

Video I.d. # and/or Title	Required Date of Receipt	Return Date	UPS* or Pick-up Please Check One
			<input type="checkbox"/> UPS <input type="checkbox"/> Pick-up
			<input type="checkbox"/> UPS <input type="checkbox"/> Pick-up
			<input type="checkbox"/> UPS <input type="checkbox"/> Pick-up
			<input type="checkbox"/> UPS <input type="checkbox"/> Pick-up
			<input type="checkbox"/> UPS <input type="checkbox"/> Pick-up

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DATE OF RECEIPT**

**PLEASE RETURN FORM TO:**

Law Enforcement Resource Center  
MCOLES  
7426 North Canal Road  
Lansing, MI 48913  
Attention: Sandi Luther

Phone: (517) 322-6608

Fax: (517) 322-5611

E-mail: [LutherS@michigan.gov](mailto:LutherS@michigan.gov)

*\*If the UPS box is checked, materials will be shipped approximately three (3) working days prior to the receipt date indicated above. Materials will be due back to LERC three (3) working days preceding the return date indicated above to allow time for return shipping. Please return all materials via UPS or First Class Insured Mail. The borrowing agency is financially responsible for all materials from the time they are received until they are returned safely to the Resource Center.*