

- How do I get a copy of a Michigan State Police incident report?
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- How do I get a copy of a Michigan State Police incident report?
 - To get a copy of a Michigan State Police incident report, you must submit a written request; this can be done via mail, e-mail or fax. You may use our [RI-101 Request for Public Records document](#) to request the report. Please see our guide on how to complete this form, located here (hyperlink).
 - **Note:** Please do not send more than one copy of your request, regardless of request method (e.g. do not e-mail *and* fax in the same request).
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- How do I get a copy of a UD-10 Traffic Crash report?
 - If you are requesting a copy of a Michigan Traffic Crash Report (UD-10), you may submit a written request to the FOI Unit. Or you can obtain it instantly by visiting the Traffic Crash Purchasing System website: [TCPS](#)
 - **Note:** To order online, you must have either the date of crash, driver's license number, and driver's date of birth OR the Crash Number and date of crash. The cost is \$10.00.
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- How do I get a copy of a Criminal History Record?
 - If you are requesting a copy of a Michigan criminal history record, you may submit a written request to the FOI Unit. Or you can obtain one instantly by using the Michigan State Police's Internet Criminal History Access Tool: [ICHAT](#)
 - **Note:** To order online or to request it through the FOI Unit, you must have the subject's first and last name and date of birth. The cost is \$10.00.
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- Is there a fee?
 - Yes. Traffic Crash reports and Criminal History Records are \$10.00 each. Incident report requests vary based on number of pages requested, type of information requested (e.g. audio, video, photos), review and retrieval time, etc. We cannot give estimates of cost over the phone, but you will be provided a written amount once the cost has been determined.
 - Please note: We only accept checks or money orders by mail. Do not mail cash. We cannot accept credit or debit card payments at this time.

- What if I am indigent and cannot afford to pay for a FOI request?
 - Please submit an Affidavit of Indigence (an example form can be found here: [Affidavit of Indigence form](#)) along with your FOI request. The first \$20.00 of the fee will be waived.

- How do I complete the RI-101 Request for Public Records form?
 - Please see our guide on how to complete this form, located here (hyperlink).

- How long do I have to wait for a response?
 - Once the request is received, a response will be mailed to you within five (5) business days. The response may be a notice of extension to enable us to search for and retrieve the records.

- Do you have same-day service?
 - Due to the numerous Freedom of Information requests we receive, and the need to obtain documents from off-site locations, we do not have the ability to process same-day requests.

- Do you provide incident reports from any non-MSP agencies?
 - No. We only provide reports generated by the Michigan State Police. If you need reports from another agency (e.g. Detroit Police Department, Ottawa County Sheriff's Office), you must contact them directly.

- Can you e-mail or fax me my request? Can I pick up my request when it's finished?
 - We cannot fax or e-mail any requests. If you would like to pick up your request when it is complete, you must inform us in advance. If there is a fee, payment must be made prior to receiving your documents. Requests can be picked up at the Michigan State Police Headquarters in Lansing, Michigan. See our address above.
 - Please note: We can only accept cash (exact amount), check or money order when you pick up your request. We cannot accept credit or debit card payments at this time.

- What is the Freedom of Information Unit's contact information?
 - **Mailing:** P.O. Box 30634, Lansing, Michigan 48913
 - **Overnight Mail/Physical Address:** 333 S. Grand Avenue, Lansing, MI 48933
 - **Phone:** 517-241-1934
 - **Fax:** 517-241-1935
 - **E-Mail:** MSP-FOI@michigan.gov