

**MICHIGAN STATE POLICE**

**PUBLIC RECORDS  
REQUEST PORTAL  
USER GUIDE**

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**RECORDS RESOURCE SECTION**



**UPDATED MAY 27, 2025**



## Introduction

Welcome and thank you for utilizing the Michigan State Police (MSP) Public Records Request Portal for requesting MSP records! Our team is ready to assist you with the submission of your request. Contact the Records Resource Section at [MSPRecords@michigan.gov](mailto:MSPRecords@michigan.gov) or 517-241-1934 for assistance.

The MSP Public Records Request Portal is intended for members of the public to request records from the MSP. If you represent a state agency, criminal justice agency, or government entity, and are requesting records for an official government purpose, please contact [MSPRecords@michigan.gov](mailto:MSPRecords@michigan.gov) before utilizing the Public Records Request Portal.

## Table of Contents

- 1 MiLogin Account
- 2 Adding the Public Records Request Portal
- 3 Submitting a Request
- 7 Tracking Your Request
- 7 Making Payment
- 8 Viewing Letters & Records
- 9 Searching Published Records



## MiLogin Account

The Michigan State Police (MSP) Public Records Request Portal can only be accessed through the MiLogin website. A MiLogin account is free to create and provides you with access to a variety of State of Michigan applications. The portal is accessed through any state approved browser by navigating to the following web address:

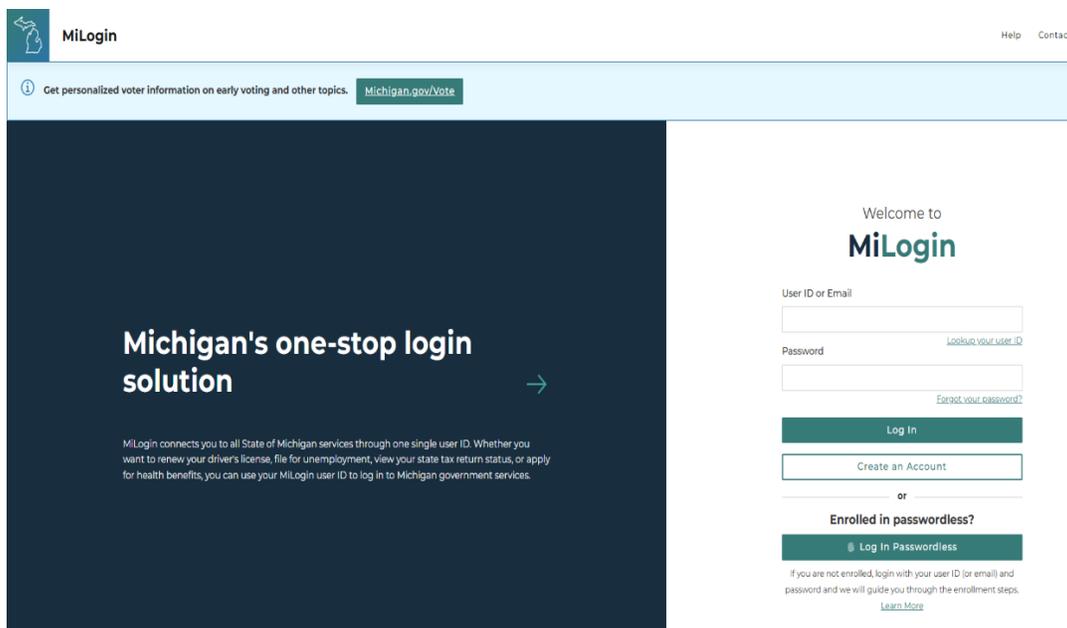
[MiLogin.michigan.gov](https://MiLogin.michigan.gov)

**If you already possess a MiLogin account**, enter your User ID and Password and select “login”.

**If you do not have an existing MiLogin account**, select the “sign up” button to create a new account. Please do not create a new MiLogin account if you already have one to access the following online services: MDHHS MI Bridges, DNR eLicense, MDHHS myHealthButton, MiPage, Michigan Web Account Manager (MiWAM) or Pure Michigan Talent Connect (PMTTC). Please use your existing user ID and password from those systems to log into the MiLogin portal.

It is easy to reset your forgotten MiLogin password if you follow the appropriate registration steps and provide your contact information. If you’ve misplaced or forgotten your MiLogin ID, and you provided your email during the initial registration, you can always locate it using MiLogin self-service features. If you’re locked out from your MiLogin account you can call 877-932-6424 for assistance. For other questions about MiLogin, you can select the “Help” in the top right-hand corner.

Please note, the MSP **cannot** reset your password or make changes to your account.

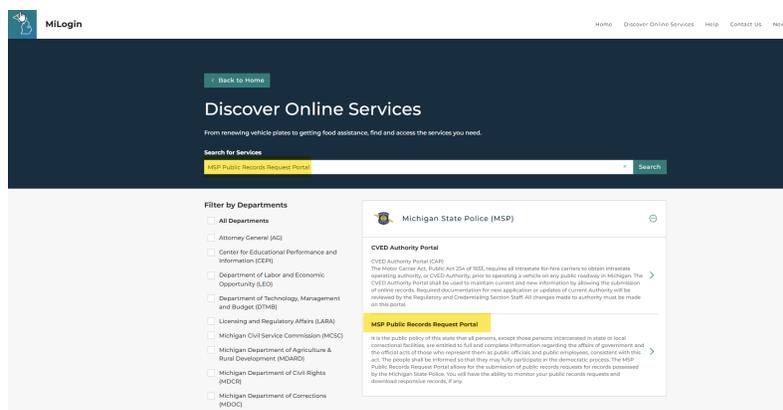
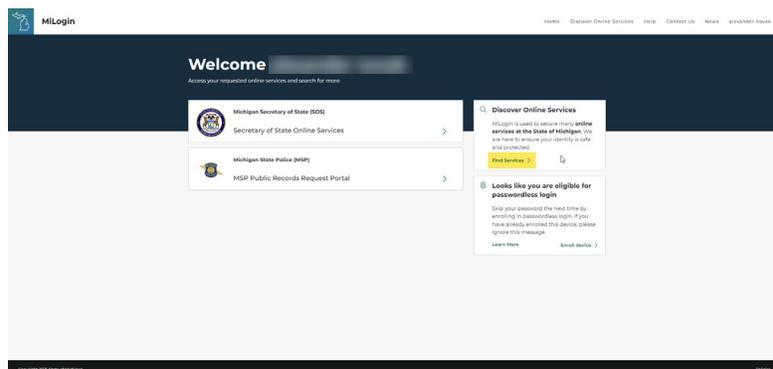




## Adding the Public Records Request Portal

If this is your first time utilizing the Public Records Request Portal, you need to add the MSP Public Records Request Portal to your dashboard. Once requested, the application will appear on your dashboard each time you login. If necessary, complete the following steps:

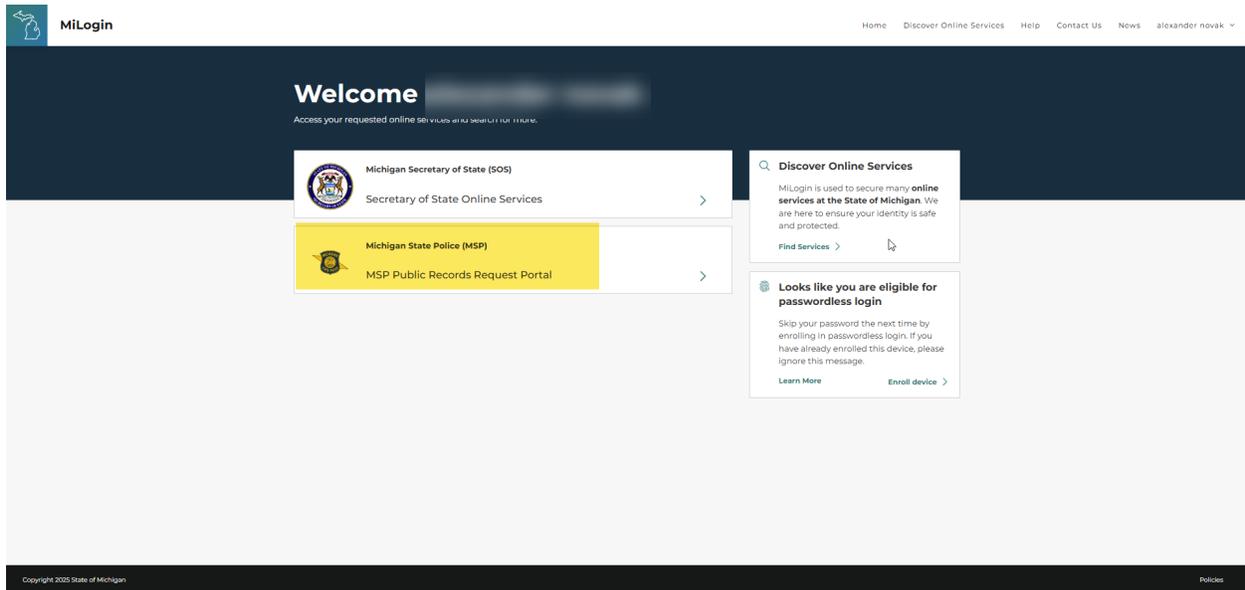
- Select the “Find Services” button in the menu to the right.
- Search “Michigan State Police (MSP) in the search bar at the top. Select the MSP Public Records Request Portal link, which will appear below the search bar.
- Read the Terms & Conditions and select “I agree to the terms & conditions”, then select “Add Service”. If you do not agree to the Terms & Conditions, please visit [Michigan.gov/FOIA-MSP](https://Michigan.gov/FOIA-MSP) for additional submission options.
- You will be asked to verify a phone number and an email address associated with your account. Once completed, the application request will be automatically approved. You may now access the application through your MiLogin account.



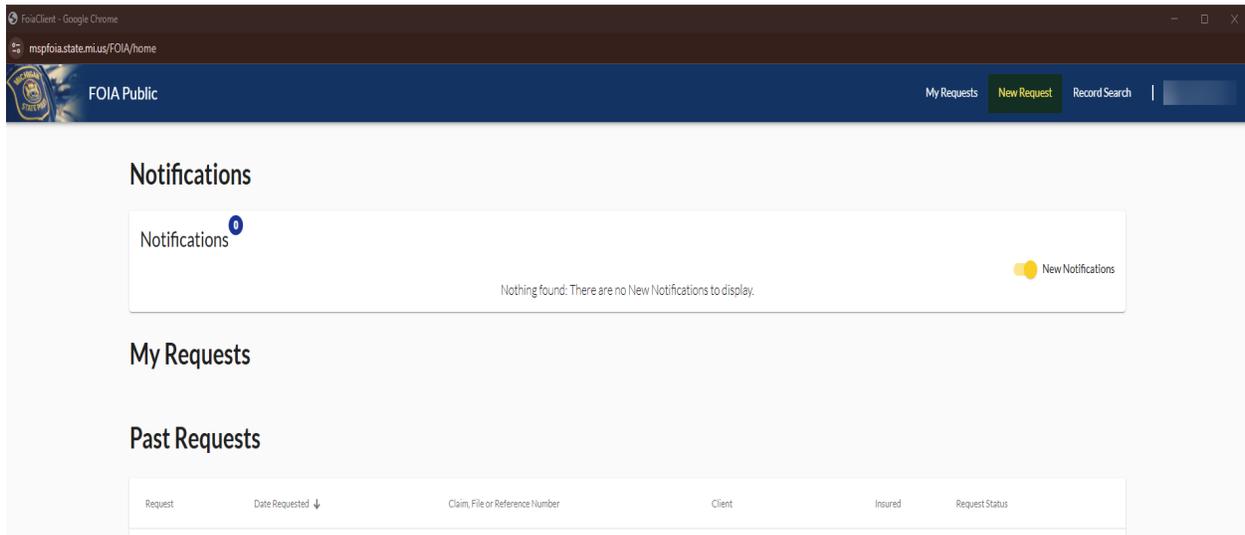


## Submitting a Request

To submit a request, select the MSP Public Records Request Portal link to launch the application. Select “Launch Service”.



Select “New Request” in the upper, right-side of the screen.





## Submitting a Request (Part One)

The application will guide you through submission of your request. The first screen will cover requestor information. Please complete as many fields as possible. Requestors must provide their first name, last name, email, and address. Once all required fields have been completed, the “next” button will become active. Select “next” to move to the second screen.

**FOIA Public**

### New Request

Please provide as much information as possible in order to assist in processing your request.

1. Requestor Information | 2. Type of Record(s) Requested | 3. Additional Information

#### Requestor Information

\* = Required

Salutation: Mister | First Name\*: Example | Last Name\*: Example

Phone Number: | Email\*: Example@Example.com

Company Name: \_\_\_\_\_

Address Line 1\*: EXAMPLE STREET

Address Line 2: \_\_\_\_\_

City\*: EXAMPLE | State\*: MICHIGAN | Country\*: UNITED STATES | Zip or Postal Code\*: 11111

Claim, File, or Reference Number: 0000 | Name of Client: Full Name Example

Name of Insured: \_\_\_\_\_

Cancel | **Next**



## Submitting a Request (Part Two)

The next screen covers the types of record being requested. Please select the type of record you are requesting. Use the “other” checkbox and text field to request records not commonly requested. Once all the required fields have been completed, the “next” button will be available to continue to the next screen.

Please note that fees are charged pursuant to Section 4 of the FOIA based on the estimated & actual costs to process the request. Requests seeking a large volume of records and/or video records (in-car & body-worn camera video) typically charge a fee based on the labor necessary to search for, gather, review, and redact responsive records. These requests may take longer to process than more specific requests seeking specific records from a narrow period of time.

FOIA Public

### New Request

Please provide as much information as possible in order to assist in processing your request.

1. Requestor Information 2. Type of Record(s) Requested 3. Additional Information

#### Type of Record(s) Requested

#### What document(s) are you seeking?

\* Selection of at least one (1) checkbox is required. \* = Required

Criminal History Record

Who is the Subject?

First Name Example Last Name Example

Sex Male Date of birth 01/01/1990

Michigan criminal history records are also available at [www.michigan.gov/ichat](http://www.michigan.gov/ichat).

Incident Report

Report Number(s), separate with commas.  
1-1-11

UD-10 Traffic Crash Report

Report Number(s), separate with commas.

Michigan crash reports are also available at [www.michigan.gov/crash](http://www.michigan.gov/crash).

Photos

Report Number(s), separate with commas.

Other

What documents are you seeking?  
Example

7 / 250

Back Next



## Submitting a Request (Part Three)

The third screen covers additional information which will assist the MSP in responding to your request. Please complete as many fields as possible with as much detail as possible. Select “submit” to finalize the submission. Once you click submit you will no longer be able to edit your request. You can select “back” to review the previous screens before submission.

FOIA Public ☰

### New Request

Please provide as much information as possible in order to assist in processing your request.

1. Requestor Information
3. Additional Information

#### Additional Information

<p style="margin: 0;">First Name Referred to in Record</p> <p style="margin: 0;">Example <span style="float: right;">7 / 250</span></p> <hr/> <p style="margin: 0;">Sex</p> <p style="margin: 0;">Male <span style="float: right;">7 / 250</span></p> <hr/> <p style="margin: 0;">Date of birth <span style="float: right;">7 / 250</span></p> <p style="margin: 0;">01/01/1990 <span style="float: right;">📅</span></p> <hr/> <p style="margin: 0;">Location Of Event</p> <p style="margin: 0;">M-Example and US-Example <span style="float: right;">24 / 250</span></p> <hr/> <p style="margin: 0;">Event Details</p> <p style="margin: 0;">Example <span style="float: right;">7 / 250</span></p>	<p style="margin: 0;">Last Name Referred to in Record</p> <p style="margin: 0;">Example <span style="float: right;">7 / 250</span></p> <hr/> <p style="margin: 0;">Driver's License Number</p> <p style="margin: 0;">E111222333444 <span style="float: right;">13 / 250</span></p> <hr/> <p style="margin: 0;">Date of Event</p> <p style="margin: 0;">01/01/2025 <span style="float: right;">📅</span></p>
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Back
Submit

[Contact MSP](#) | [MSP Home](#) | [MI.gov](#) | [Policies](#)

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## Tracking Your Request

Your request can be tracked on your dashboard. You can view the details of your open request by selecting Request Details at the bottom right-side of the request card. Completed requests will appear under “past requests”.

The screenshot shows the top navigation bar with the Michigan State Police logo and "FOIA Public" text. Below is a "Notifications" section with a notification card for "Request Created" dated 04/16/2025. The "My Requests" section displays a card for request 31328543 with a progress bar and "Current status: In Progress". The "Past Requests" section is empty, showing "Nothing Found: No Requests found."

## Making Payment

If a response notice indicates you owe a balance, submit payment in the portal by selecting "Request Details" for the request number (CR). Select the blue “Make a Payment” button. Requestors may also utilize the online payment center (<http://mistatepolicepmts.state.mi.us/crsearch>). Users of the online payment center will need to search the request number (CR) to locate the request.

Please note there is a \$2.00 processing fee for online payments. Payments are accepted at no fee by check or money order, made payable to the State of Michigan. Mail to: Michigan State Police, Cashiers Unit, P.O. Box 30266, Lansing, MI 48909. To ensure proper credit, please document the request number (CR) on the payment.



## Viewing Letters & Records

Response notices and responsive documents will be available on the portal. They will not be emailed to you. **Be sure to scroll down and look for response notices below “Response Letters” and records below “Records”.** To download any letters or records available, select the download symbol to the far right (pictured below)

Title	Letter Date ↓	
FEE CALCULATION-ESTIMATE	04/16/2025	

**If your request is still open**, the letters and responsive records will be available by selecting “Request Details” in the bottom right-side of the request card.

**If your request is complete**, the letters and responsive records will be available under “past requests”. Responsive records that exceed the technological limits of the system, such as video, audio, or other record types with large file sizes will be mailed on CD, DVD, or flash drive to the address provided at the time of the request, after receipt of payment, if applicable.

**FOIA Public** Request Details - 31328543

Name	Claim, File, or Reference Number
Example Example	0000
Request Type(s)	Incident Number(s)
Incident Report	1-1-11
Other Requested Information Example	
Company	Client Name
	Full Name Example
Phone	Name of Insured
Address	
EXAMPLE STREET, EXAMPLE MI 11111	

**Response Letters**

No response letters available

**Records**

No documents available



## Searching Published Records

The MSP will publish select records which have been previously requested in compliance with section policy. The published records are accessible to any user with access to the Public Records Request Portal through MiLogin. Follow the instructions below:

- Select “Record Search” in the upper, right-side of the screen.
- To add additional search options, select the yellow “+” icon in the bottom, right-side corner of the screen.
- To remove search options, select the red circle at the end of the search line.
- The search field and operator can be changed to create a custom query.

The screenshot shows the 'Record Search' interface. At the top, there is a dark blue navigation bar with the Michigan state seal on the left, 'FOIA Public' in the center, and 'My Requests' (with a notification badge), 'New Request', and 'Record Search' on the right. Below the navigation bar, the 'Record Search' section is displayed. It includes a heading 'Record Search' and a sub-heading 'The tool below will search frequently requested public records. Select a search field, an operator, and provide the value you would like to search on. You can add more search criteria to narrow your search by clicking the plus (+) icon in the bottom right corner.' The search tool itself consists of a 'Search Field' dropdown menu with 'Summary' selected, an 'Operator' dropdown menu with 'Contains' selected, and a text input field containing 'Summary'. To the right of the input field is a minus sign icon. Below the input field are two buttons: a yellow 'Search' button and a 'Reset' link. At the bottom of the page, there is a dark grey footer containing the Michigan.gov logo, the text 'Michigan.gov', and links for 'Contact MSP', 'MSP Home', 'MI.gov', and 'Policies'. Below these links is the copyright notice 'Copyright 2019 State of Michigan'.