

How to Fill Out the RI-101 Request for Public Records Document

Section I – Requestor Information, please complete the following information:

- Name of requestor (your name)
- Name of the company representing, if applicable (such as insurance agency, law firm, etc.)
- Date you are making the request
- Your mailing address
- Contact phone number
- You may also enter your client/insured's name and/or your claim/file number as well (if applicable) – This is helpful to the FOI coordinators when processing the request.

Section II – Type of Report Requested, please complete the following information:

- What type of report you are requesting:
 - Criminal History Record - Which can also be ordered directly from:
<http://apps.michigan.gov/ichat/home.aspx>
 - Note: To order online or to request through the FOI Unit, you must have the subject's first and last name and date of birth.
 - Traffic Crash Report – Which can also be ordered directly from:
<https://mdotwas1.mdot.state.mi.us/TCPS/login/welcome.jsp>
 - Note: To order online, you must have either the date of the accident, driver's license number, and driver's date of birth OR the Crash Number (serial number or case number) and date of the accident.
 - Incident Report – Enter the Michigan State Police incident number, if known
- Select whether you want photos, or any other type of information (e.g. video, audio, etc.)
- If you do not have the incident report number, you will need to provide as much information as possible, such as:
 - Name of any or all individuals involved in the incident, date of birth, driver's license number, date of incident, location of incident (e.g. house address, city, intersection, etc.), and a description of the specific incident

Section III – Method of Access to Record, please complete the following information:

- Where you would like the documents mailed (if different from the address listed in Section I, please provide the address)
 - Note: Requests can only either be mailed or picked up at the Michigan State Police Headquarters in Lansing; they cannot be faxed or e-mailed.

You may submit the document via e-mail by clicking the button at the bottom of the page, or you can print it off and mail or fax it to us; our contact information is listed at the top of the document. Please do not send more than one copy of your request, regardless of request method.