

FREEDOM OF INFORMATION ACT REQUEST FORM



COVERT TOWNSHIP POLICE DEPARTMENT
33805 M-140, COVERT, MI 49043

Use of this form is optional. Covert Township accepts any written request, regardless of format, provided that the request complies with the applicable requirements under the FOIA and the Privacy Act.

Please fill out this form to the best of your ability and **return the Covert Township Clerk's Office** located at the Covert Township Hall: 73943 Lake Street, Covert, MI 49043, or email to clerk@coverttwp.com. Please direct any questions to Daywi Cook, Covert Township Clerk (269) 764-8986 ext. 2.

The Clerk's office will respond to your request **within 5 business days** to let you know when the report will be available.

I _____ request a copy of report # _____ or

Incident report or reports involving (please provide description, name, date of incident or officer/s involved), _____

Phone: _____

Email: _____

Date: _____

X
