

## Freedom of Information Act Requests (FOIA)

To get a copy of a police report (not including accident reports) you may come to the Ionia County Sheriff's Office and fill out a Freedom of Information Request form. You may also obtain a blank request form [online](#) and either mail, fax or email the request.

Mailing address - Ionia County Sheriff's Office, 133 East Adams St., Ionia, MI 48846

Fax - 616-527-9102

Email – [sheriffsfoiarequest@ioniacounty.org](mailto:sheriffsfoiarequest@ioniacounty.org)

To assist in locating the information requested, a person would need to know one or more of the following:

Date, location, or first and last names of one of the individuals involved. It would also be helpful to know what type of report we are looking for (i.e. larceny, B&E, assault, etc.) The incident must be a "closed report"...either there is no suspect or the perpetrator has been sentenced and the time has elapsed for an appeal. A report does not become "public record" until all litigation has been completed.

Please include contact information on your request in case some clarification is needed.

Following the Freedom of Information Act, the request will be granted or denied within five days of the request date.

Special rates apply for FOIA requests depending on time spent searching the case. A detailed billing of costs will be included with granted requests.

Office hours are Monday through Friday, 9:00 a.m. to 4:00 p.m., closed holidays