



## FOIA Procedures Summary and Form:

**How Do You Make a Written FOIA Request?** A FOIA request must be made in writing and directed to the attention of our FOIA Officer at FOIAcoordinator@ridetherapid.org or FOIA Officer, ITP, 300 Ellsworth Avenue SW, Grand Rapids, Michigan 49503-4005.

**How Detailed Must a Request Be?** A FOIA request for records must be specific enough for us to identify which records you want. We may deny your request if it does not sufficiently describe the records you are seeking or requires us to create a new public record or to make a compilation, summary, or report of information. A request must also include the requesting person's complete name, address and contact information. If the request is made by a person other than an individual, then the request must contain the complete name, address, and contact information of the person's agent who is an individual. An address must be written in compliance with the United States Postal Service's addressing standards and must include a valid telephone number or email address.

**The Rapid is committed to transparency. Find out how to get answers to your questions by reviewing our full FOIA procedures document on [www.ridetherapid.org](http://www.ridetherapid.org).**

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*Items marked with an asterisk (\*) are required.*

\*Your Street Address:

\*Your City, State, Zip Code:

\*Today's Date:

The Rapid  
300 Ellsworth Avenue SW  
Grand Rapids, Michigan 49503-4005.  
ATTN: FOIA Officer

Dear FOIA Officer,

This is a request under the Freedom of Information Act. \*I request that a copy of the following documents (or documents containing the following information) be provided to me (identify the documents or information as specifically as possible. **Please note: If you are requesting security camera footage, include the exact date, specific times (start and finish), route, direction, location, bus number, and a driver description).**

\*In order to help to determine my status to assess fees, you should know that I am (select one –required):

An individual seeking information for personal use.

Affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly purpose.

Affiliated with a private corporation and seeking information for use in the company's business.

A representative of the news media/press and this request is made as part of news gathering and not for commercial use.

Affiliated with a public interest group and this request is not for commercial use.

\*The maximum dollar amount I am willing to pay for this request is \$ \_\_\_\_\_.

Please notify me if the fees will exceed \$25.00 or the maximum dollar amount that I entered.

I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of The Rapid's operations or activities and it is not primarily in my commercial interest.

\*Specific explanation for waiver of fees (required if a waiver is requested):

Additional Comments:

Thank you for your consideration of this request.

Sincerely,

*\*Signature*

**PLEASE PRINT CLEARLY:**

\*First Name:

Middle Initial:

\*Last Name:

\*Daytime telephone number:

Email address: