



CITY OF KALAMAZOO PUBLIC SAFETY
LANDLORD REQUEST FOR PUBLIC RECORD
RAP SHEET & BACKGROUND CHECK

Requesting Individual's Name (Please Print)

Address (include city & zip code)

() Telephone Number

- 1. The public record you are requesting is a Rap Sheet & Background. Please note: The cost is \$10.00 per person (tenant).
2. Include any former last names (including maiden or previously married last names)

Tenant's name (please print) Date of birth (if available)

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- 3. Regarding the document(s) of interest, do you want a copy or just want to look at it

Signature of requesting individual

Date

Submit completed form with payment to: (cash, money order or business check only)

Kalamazoo Public Safety Records Department
150 E Crosstown Pkwy, Suite A
Kalamazoo, MI 49001

Open: M-F 10-3 pm

TO BE COMPLETED BY CITY STAFF

Cost assessment:

Mailing \$
Labor (to nearest 1/4 hr) \$
Copy charges (# of pages @ 10¢ per page) \$
Total Due: \$

Date:

Staff person receiving request