

# How to request records from the Royal Oak Police Department



- 1 Navigate to <https://app.govtransfer.com/Account/Login>

- 2 Click "Register" to create a new GovTransfer account.



3 Complete the form. All fields are required.



# GovTransfer

## Sign Up

Please enter your information below to register for a GovTransfer account.

Email \*

UserName \*

For security reasons, do NOT use an email address! Accounts using email addresses for usernames will be notified and locked out.

First Name \*

Last Name \*

4 Once the form is completed. Click the "Register" button.

Upon registration, you will be emailed a link and a unique to verify your email address.

Last Name \*

Phone Number \*

PLEASE NOTE: Registrations should use a mobile number capable of receiving SMS messages. Standard message and data rates may apply.

Password \*

Confirm Password \*

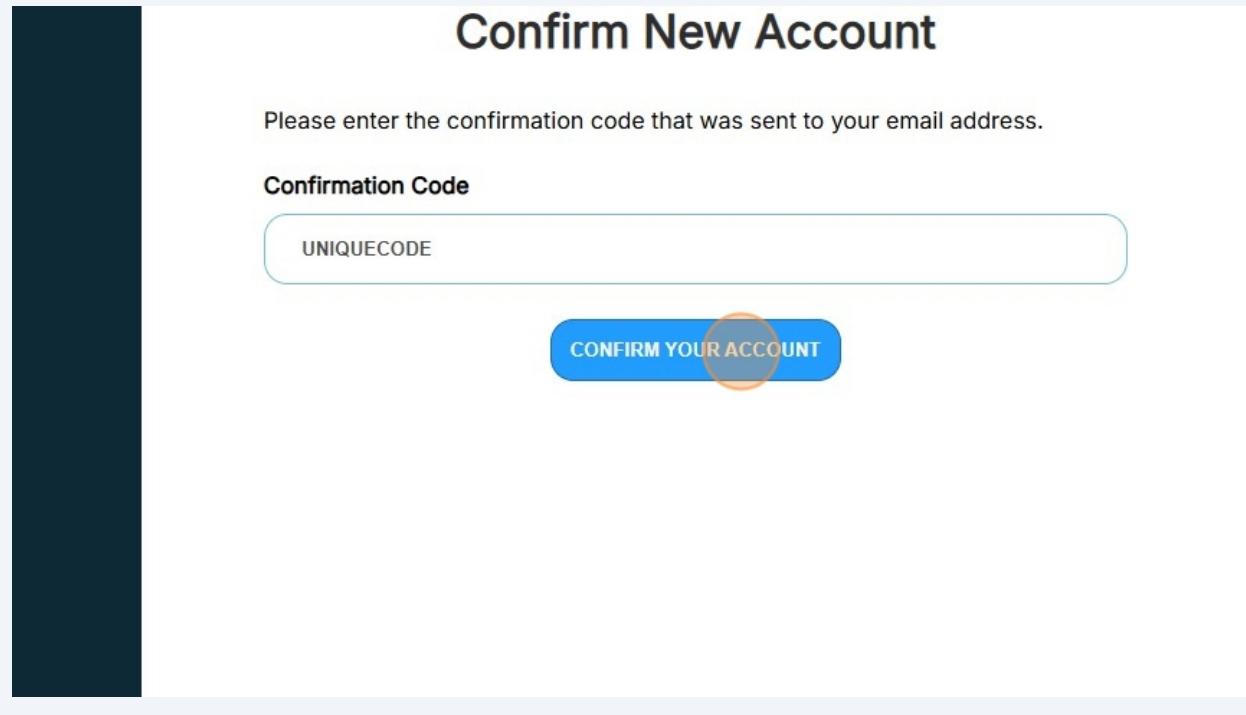
Passwords must be at least 8 characters long, not the same as your username and contain at least one uppercase letter, one lowercase letter, one number, and one special character.

I agree with all [Terms and Conditions](#) and [Privacy Policies](#) of GovTransfer.

**REGISTER**

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5 The link in your confirmation email will take you here. Copy the unique provided into the "Confirmation Code" field and click "CONFIRM YOUR ACCOUNT"



## Confirm New Account

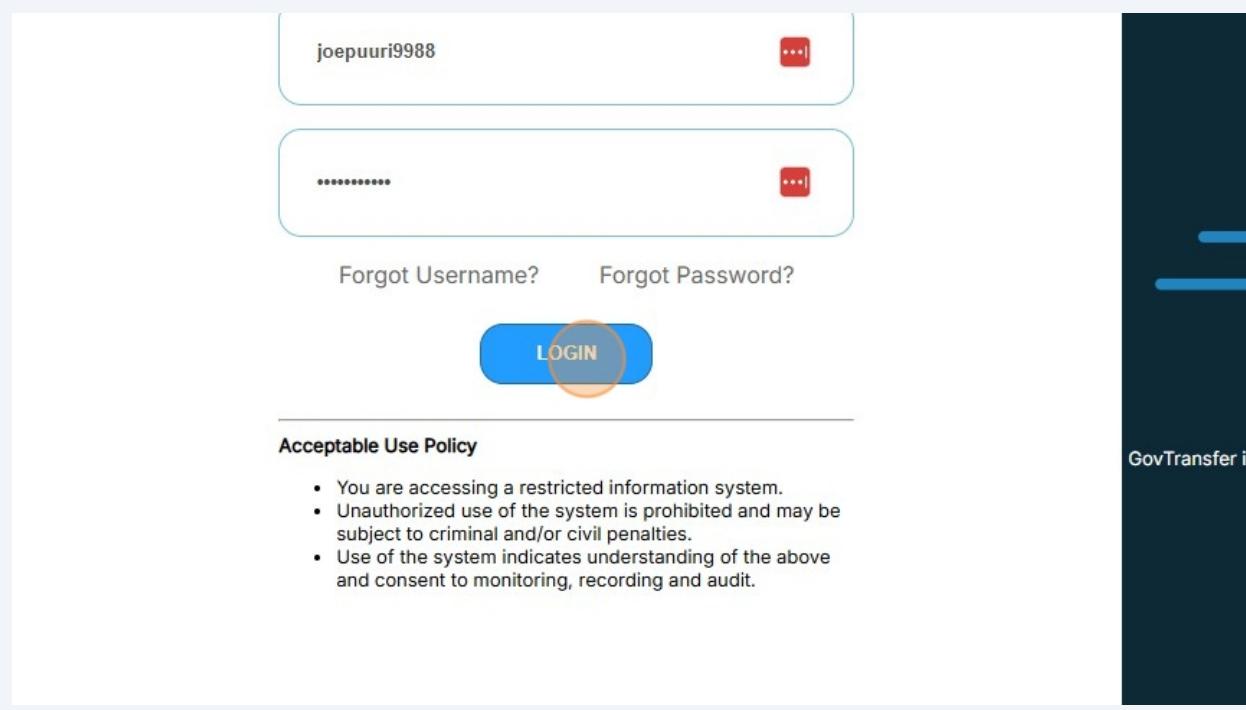
Please enter the confirmation code that was sent to your email address.

**Confirmation Code**

UNIQUECODE

**CONFIRM YOUR ACCOUNT**

6 Upon successful confirmation, you will be returned to the login screen. Enter your username/password and click "LOGIN".



joepuuri9988

\*\*\*\*\*

[Forgot Username?](#) [Forgot Password?](#)

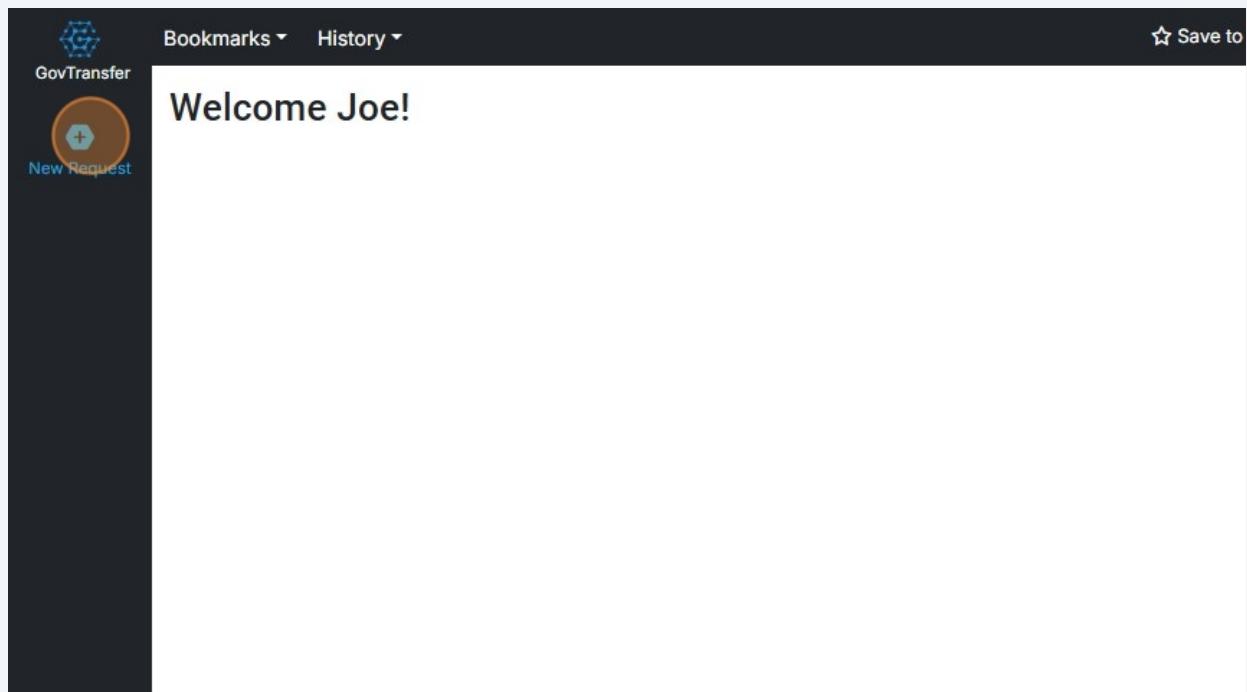
**LOGIN**

**Acceptable Use Policy**

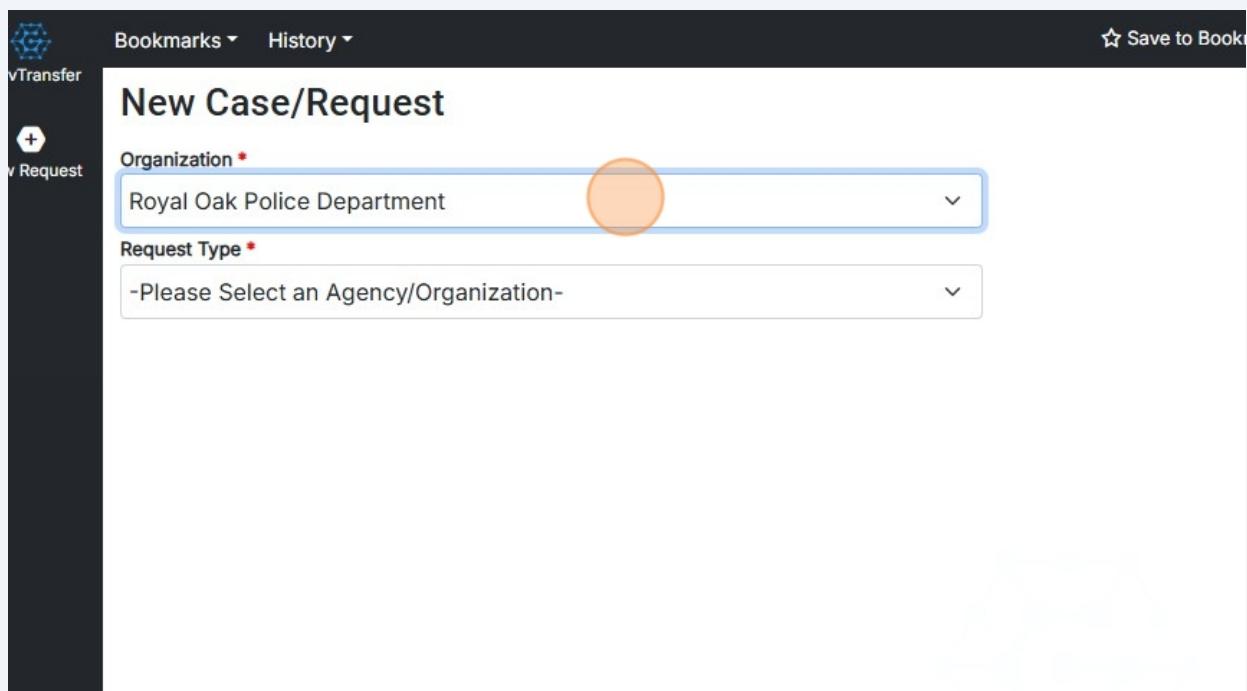
- You are accessing a restricted information system.
- Unauthorized use of the system is prohibited and may be subject to criminal and/or civil penalties.
- Use of the system indicates understanding of the above and consent to monitoring, recording and audit.

GovTransfer is

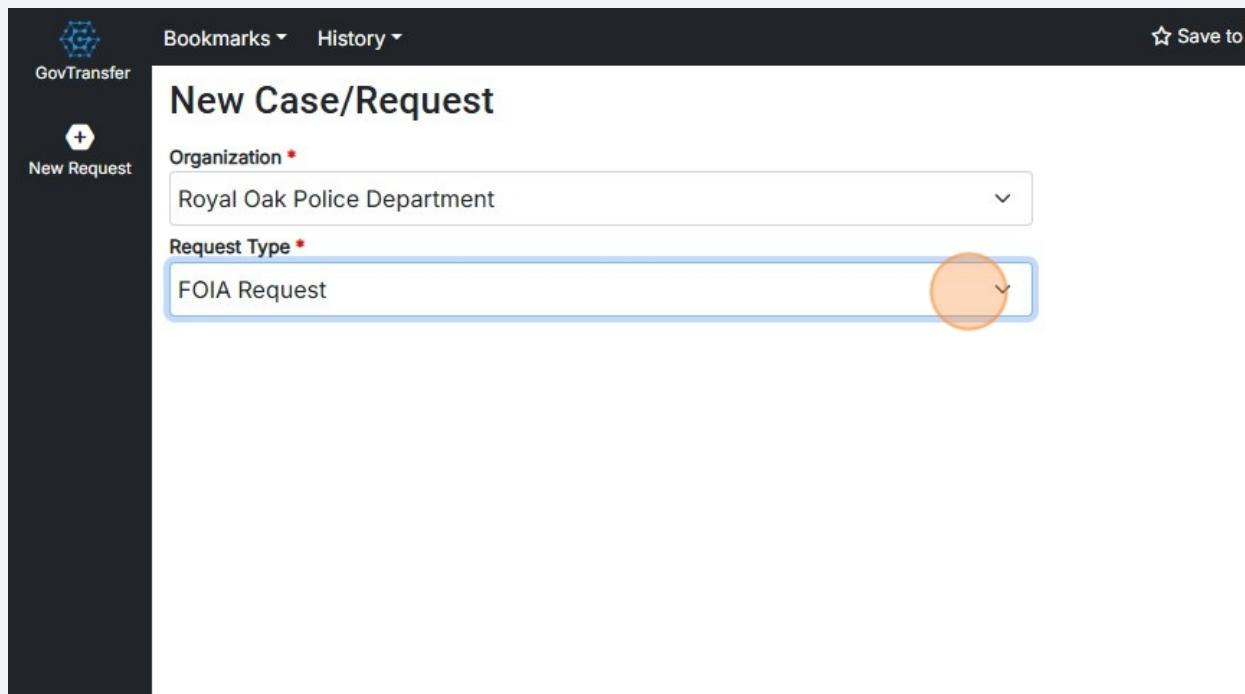
7 Click "New Request" to begin making a new request.



8 Select "Royal Oak Police Department" from the top drop down menu.



9 Select the appropriate type of request from the "Request Type" drop down menu.



GovTransfer

Bookmarks ▾ History ▾

New Case/Request

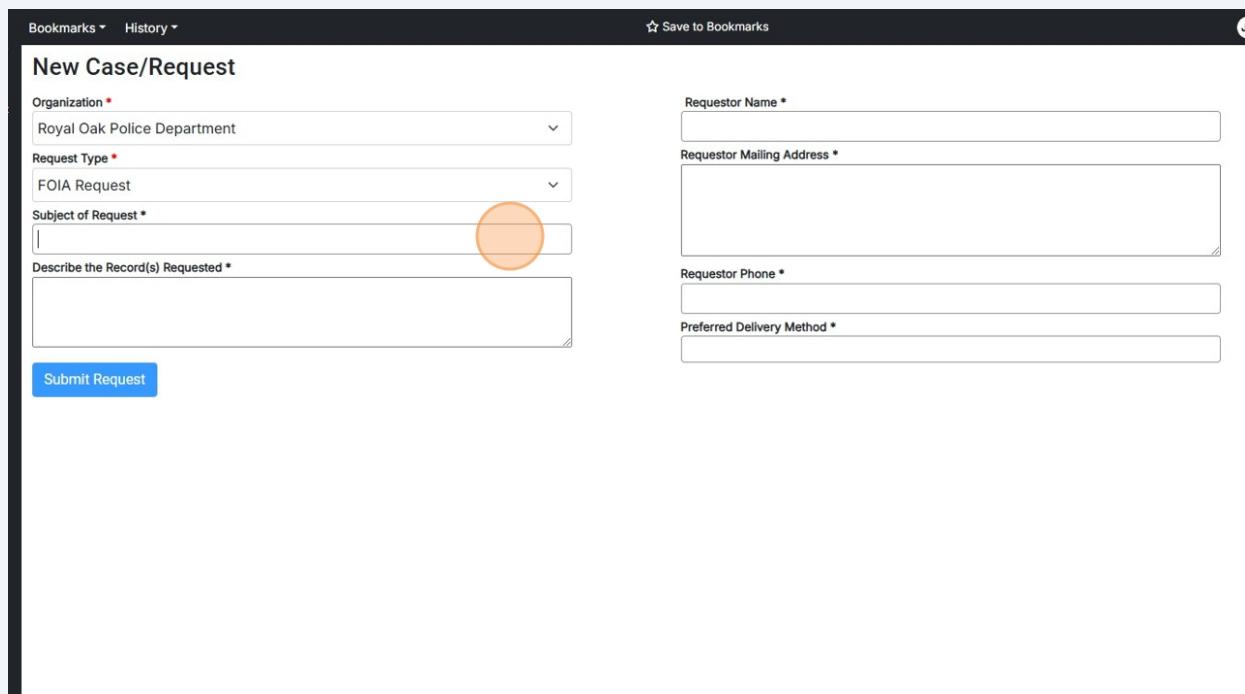
Organization \*

Royal Oak Police Department

Request Type \*

FOIA Request

10 After selecting the request type, you will be presented with a corresponding form. Fill in the displayed form to the best of your knowledge. Submitting a clear request with relevant details will help us identify the records faster and provide a more timely response.



Bookmarks ▾ History ▾

New Case/Request

Organization \*

Royal Oak Police Department

Request Type \*

FOIA Request

Subject of Request \*

Describe the Record(s) Requested \*

Requestor Name \*

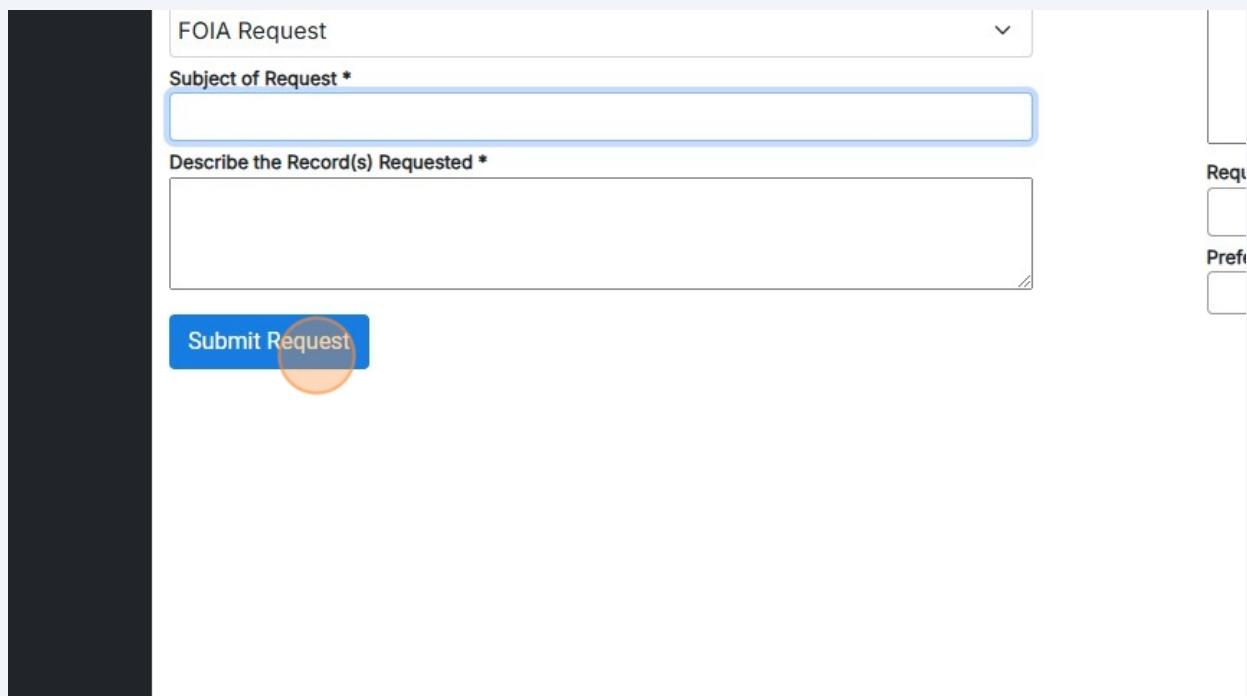
Requestor Mailing Address \*

Requestor Phone \*

Preferred Delivery Method \*

Submit Request

11 After completing the form, click "Submit Request".



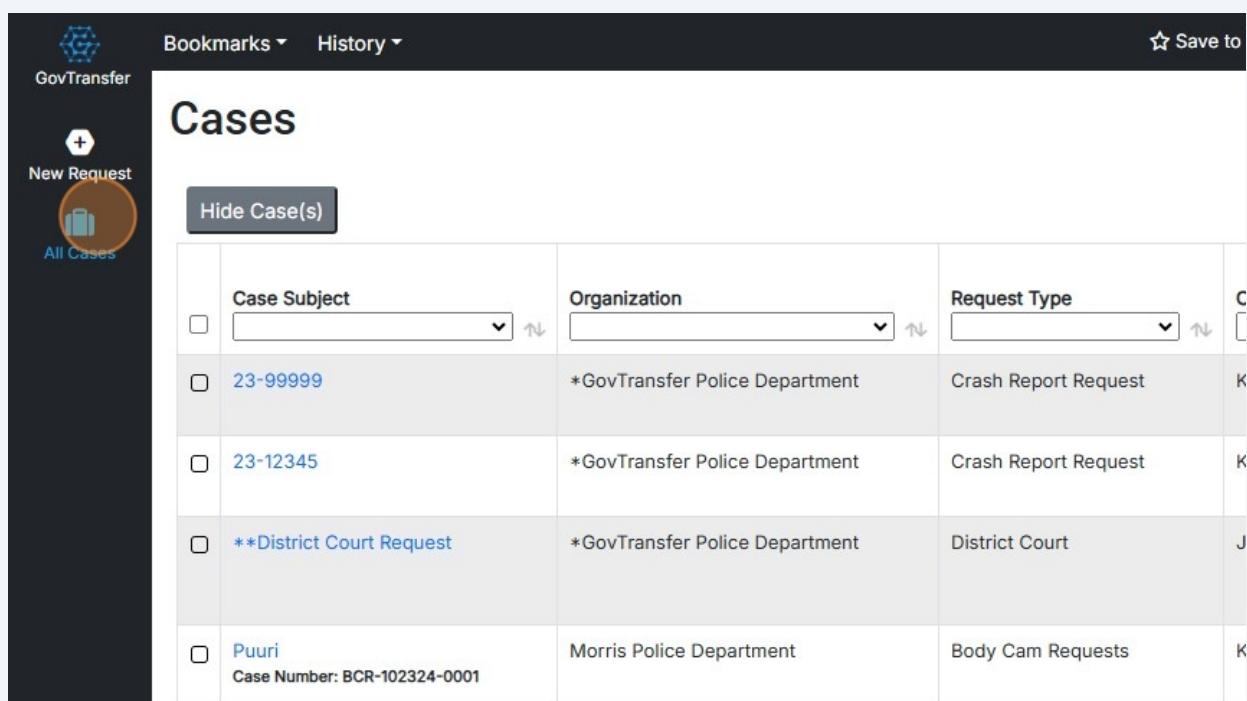
FOIA Request

Subject of Request \*

Describe the Record(s) Requested \*

Submit Request

12 To view past requests, click "All Cases".



Case Subject	Organization	Request Type	
<input type="checkbox"/> 23-99999	*GovTransfer Police Department	Crash Report Request	K
<input type="checkbox"/> 23-12345	*GovTransfer Police Department	Crash Report Request	K
<input type="checkbox"/> **District Court Request	*GovTransfer Police Department	District Court	J
<input type="checkbox"/> Puuri Case Number: BCR-102324-0001	Morris Police Department	Body Cam Requests	K

13 Click the blue link to access any request.

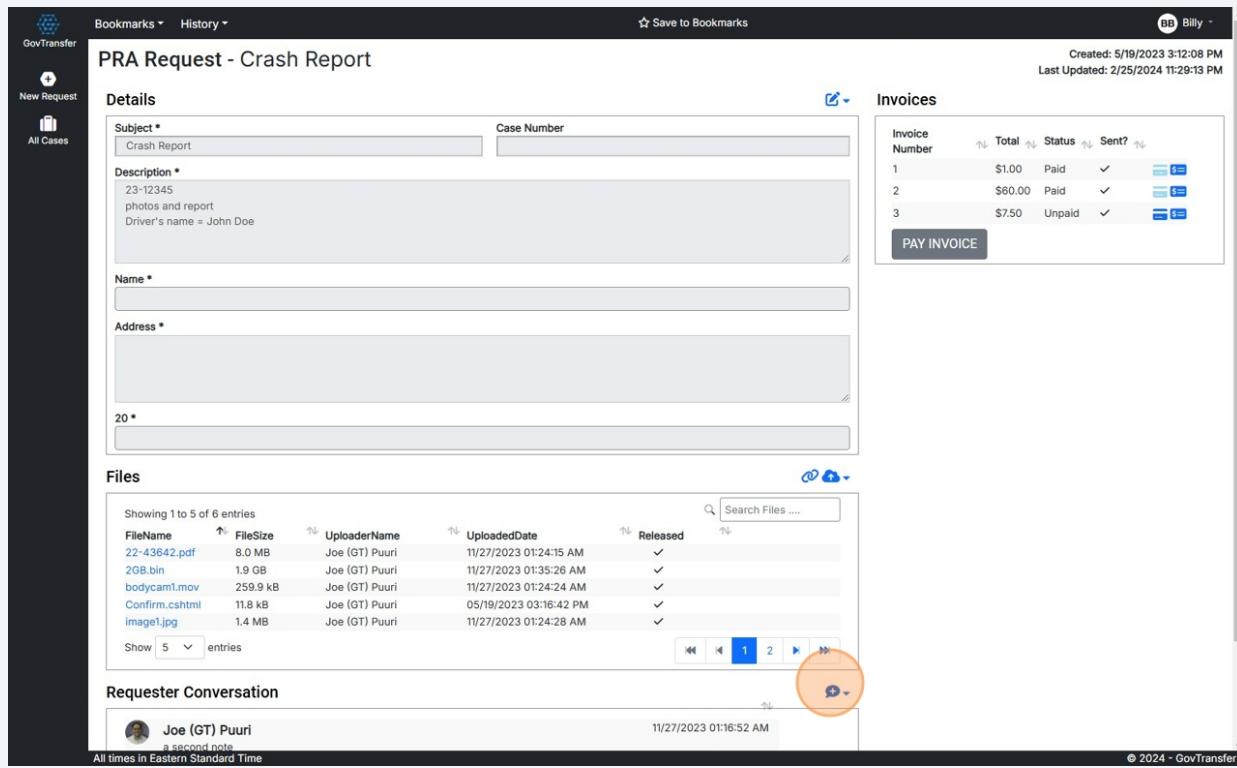
<input type="checkbox"/>	<a href="#">**District Court Request</a>	*GovTransfer Police Department	District Court	J
<input type="checkbox"/>	<a href="#">Puuri Case Number: BCR-102324-0001</a>	Morris Police Department	Body Cam Requests	K
<input type="checkbox"/>	<a href="#">Accident Report 22-123445</a>	*GovTransfer Police Department	Crash Report Request	K
<input type="checkbox"/>	<a href="#">Crash Report</a>	*GovTransfer Police Department	PRA Request	J

Show  entries

Showing 1 to 6 of 6 entries

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On this screen, you can view the details of your request and communicate with our staff. Use the message button if/when you need to send a message on a particular request to ROPD staff.



The screenshot shows the 'PRA Request - Crash Report' page. The 'Requester Conversation' section at the bottom has a message button highlighted with a red circle. The page also displays details about the request, a list of uploaded files, and an 'Invoices' section with a 'PAY INVOICE' button.

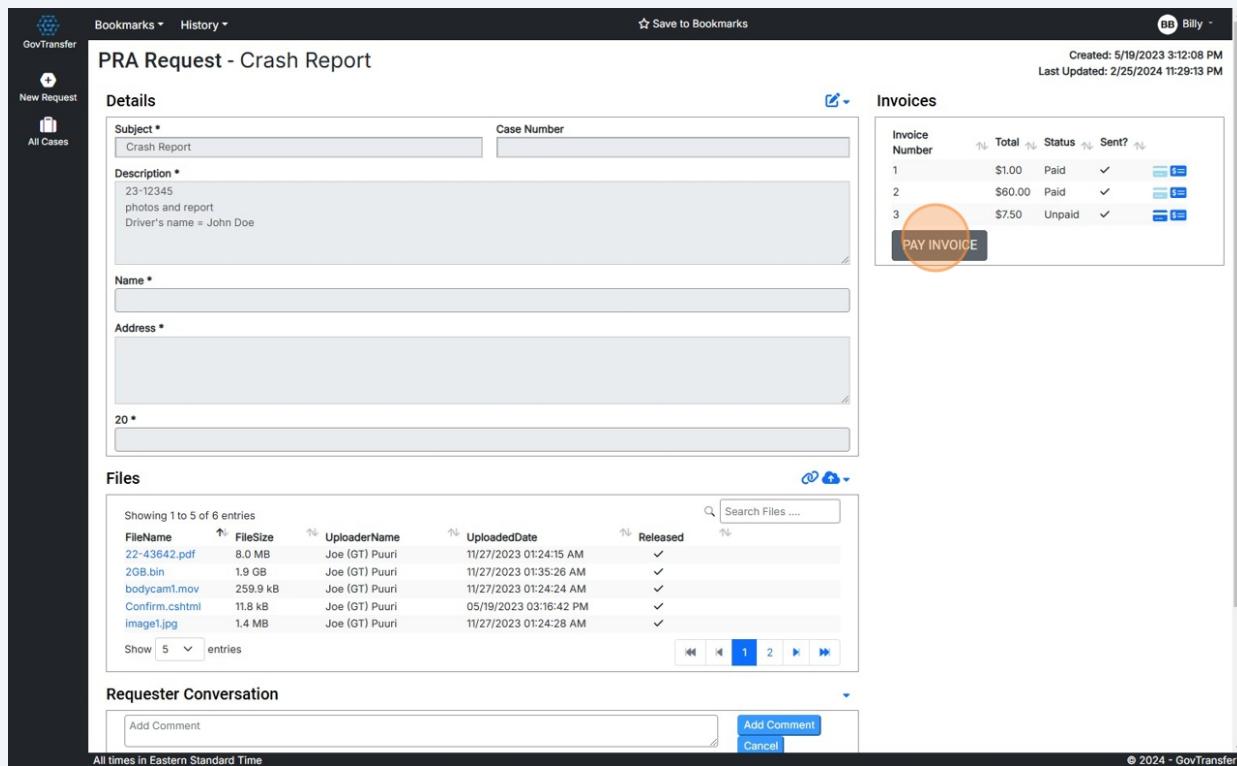
**Invoices**

Invoice Number	Total	Status	Sent?
1	\$1.00	Paid	✓
2	\$60.00	Paid	✓
3	\$7.50	Unpaid	✓

**PAY INVOICE**

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In certain scenarios, you may be sent an invoice for your records. Invoices can be paid securely online using the "PAY INVOICE" button.



The screenshot shows the 'PRA Request - Crash Report' page. Both the message button in the 'Requester Conversation' section and the 'PAY INVOICE' button in the 'Invoices' section are highlighted with red circles. The page displays details about the request, a list of uploaded files, and the 'Invoices' section.

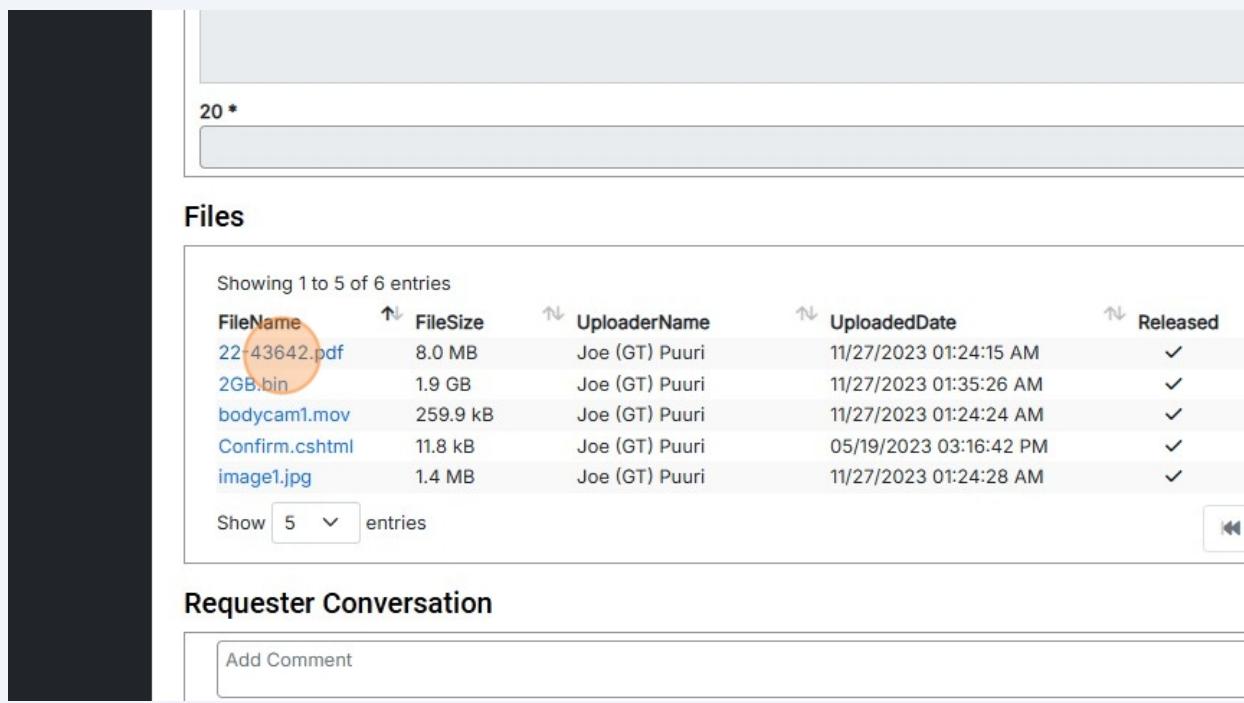
**Invoices**

Invoice Number	Total	Status	Sent?
1	\$1.00	Paid	✓
2	\$60.00	Paid	✓
3	\$7.50	Unpaid	✓

**PAY INVOICE**

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When files are sent to you, use the blue links to download the files to your device.



20 \*

### Files

Showing 1 to 5 of 6 entries

FileName	FileSize	UploaderName	UploadedDate	Released
22-43642.pdf	8.0 MB	Joe (GT) Puuri	11/27/2023 01:24:15 AM	✓
2GB.bin	1.9 GB	Joe (GT) Puuri	11/27/2023 01:35:26 AM	✓
bodycam1.mov	259.9 kB	Joe (GT) Puuri	11/27/2023 01:24:24 AM	✓
Confirm.cshtml	11.8 kB	Joe (GT) Puuri	05/19/2023 03:16:42 PM	✓
image1.jpg	1.4 MB	Joe (GT) Puuri	11/27/2023 01:24:28 AM	✓

Show 5 entries

### Requester Conversation

Add Comment