

How to request records from the Royal Oak Police Department

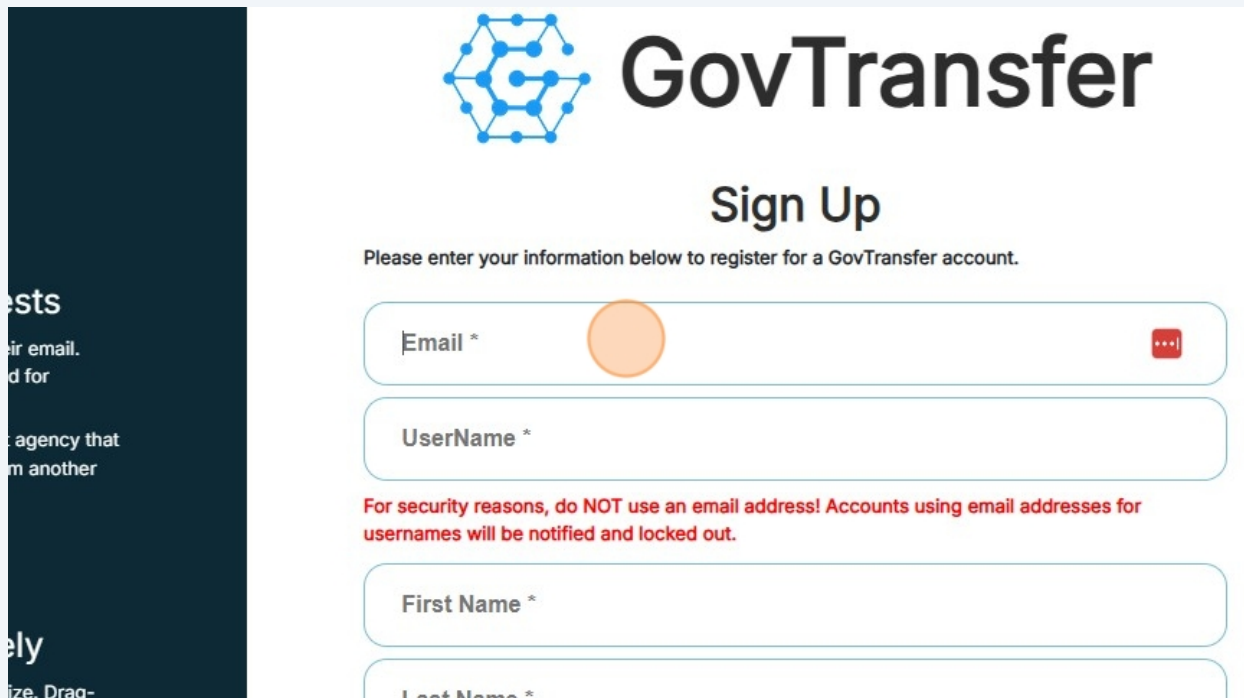


- 1 Navigate to <https://app.govtransfer.com/Account/Login>

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



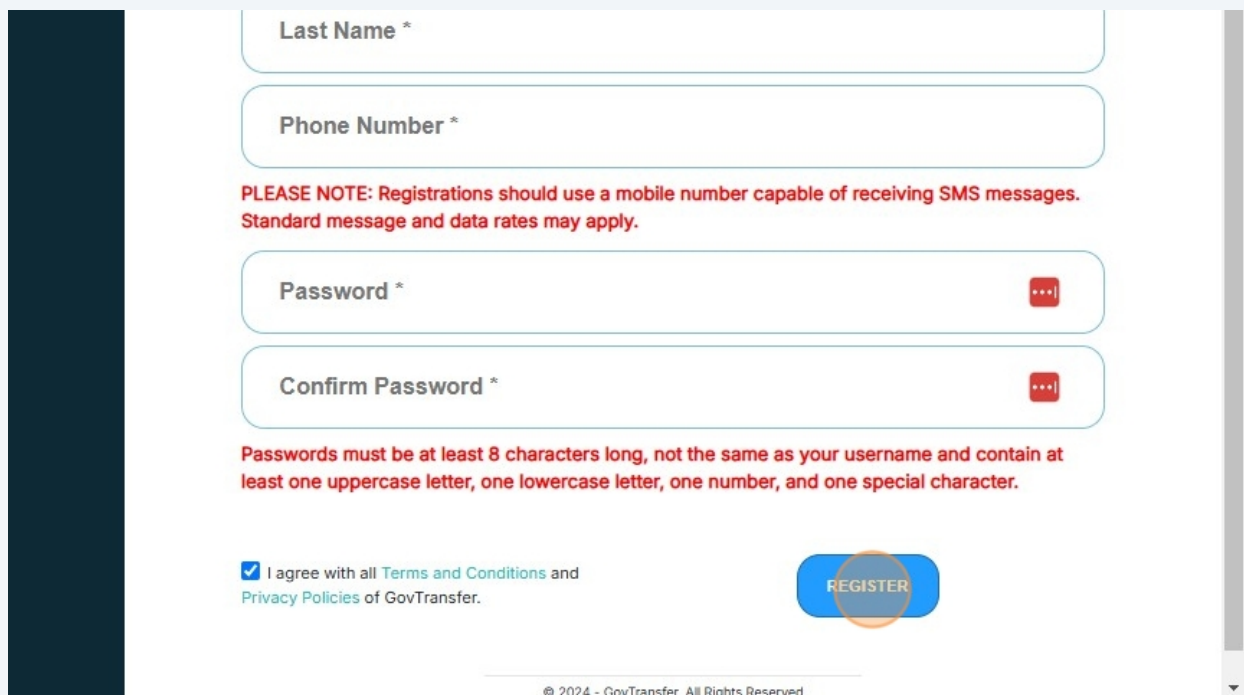
- 3 Complete the form. All fields are required.



The screenshot shows the GovTransfer Sign Up page. At the top is the GovTransfer logo, which consists of a blue hexagonal network icon followed by the text "GovTransfer" in a large, bold, black font. Below the logo is the heading "Sign Up" in a bold, black font. Underneath the heading is a sub-header: "Please enter your information below to register for a GovTransfer account." The form contains several input fields: "Email *" with a red eye icon, "UserName *" (highlighted with an orange circle), "First Name *" (highlighted with an orange circle), and "Last Name *" (highlighted with an orange circle). A red warning message is displayed: "For security reasons, do NOT use an email address! Accounts using email addresses for usernames will be notified and locked out." At the bottom of the form is a blue "REGISTER" button (highlighted with an orange circle). The footer of the page reads "© 2024 - GovTransfer. All Rights Reserved".

- 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.



This screenshot shows the bottom portion of the GovTransfer Sign Up form. It includes the "Last Name *" field, the "Phone Number *" field, and a red warning message: "PLEASE NOTE: Registrations should use a mobile number capable of receiving SMS messages. Standard message and data rates may apply." Below this are the "Password *" and "Confirm Password *" fields, both with red eye icons. A red warning message is also present: "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." At the bottom left is a checkbox labeled "I agree with all Terms and Conditions and Privacy Policies of GovTransfer." At the bottom right is a blue "REGISTER" button (highlighted with an orange circle). The footer of the page reads "© 2024 - GovTransfer. All Rights Reserved".

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

CONFIRM YOUR ACCOUNT

6

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



[Forgot Username?](#)

[Forgot Password?](#)

LOGIN

Acceptable Use Policy

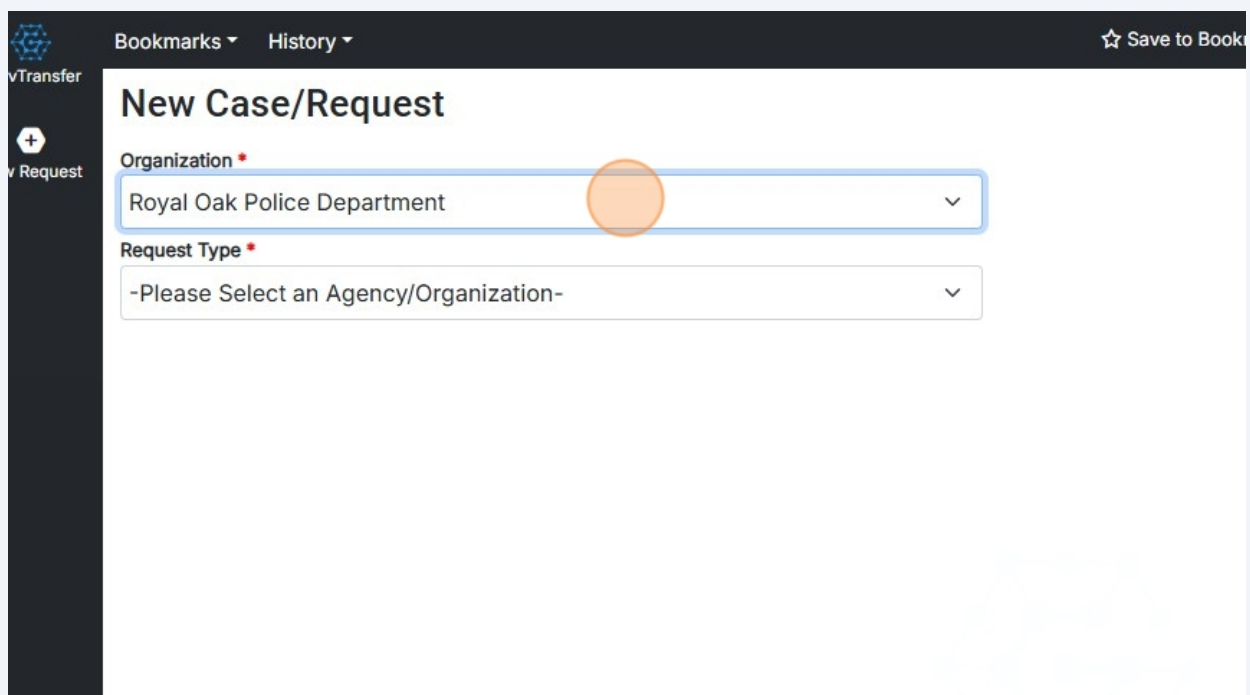
- You are accessing a restricted information system.
- Unauthorized use of the system is prohibited and may be subject to criminal and/or civil penalties.
- Use of the system indicates understanding of the above and consent to monitoring, recording and audit.

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.

The screenshot shows the 'New Case/Request' form in the GovTransfer application. The sidebar on the left includes the 'GovTransfer' logo and a 'New Request' button. The main form area has a title 'New Case/Request' and two dropdown menus. The 'Organization' dropdown is set to 'Royal Oak Police Department'. The 'Request Type' dropdown is set to 'FOIA Request' and is highlighted with an orange circle. The top navigation bar includes 'Bookmarks' and 'History' dropdowns, and a 'Save to' button with a star icon.

- 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.

The screenshot shows the 'New Case/Request' form in the GovTransfer application, displaying the full form after selecting 'FOIA Request'. The form is divided into two columns. The left column contains the 'Organization' dropdown (set to 'Royal Oak Police Department'), the 'Request Type' dropdown (set to 'FOIA Request'), the 'Subject of Request' text input field, and the 'Describe the Record(s) Requested' text area. The right column contains the 'Requestor Name', 'Requestor Mailing Address', 'Requestor Phone', and 'Preferred Delivery Method' text input fields. A 'Submit Request' button is located at the bottom left of the form. The top navigation bar includes 'Bookmarks' and 'History' dropdowns, and a 'Save to Bookmarks' button with a star icon.

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

The screenshot shows a web form for submitting an FOIA request. On the left is a dark sidebar. The main form area contains a dropdown menu set to "FOIA Request", a text input field for "Subject of Request *", and a larger text area for "Describe the Record(s) Requested *". A blue "Submit Request" button is highlighted with an orange circle. To the right of the form, there are checkboxes for "Request" and "Preferred" with labels partially visible.

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

The screenshot shows the "Cases" page on the GovTransfer website. The top navigation bar includes "GovTransfer", "Bookmarks", "History", and a "Save to" button. The left sidebar has a "New Request" button and an "All Cases" button, which is highlighted with an orange circle. The main content area is titled "Cases" and features a "Hide Case(s)" button. Below this is a table with four columns: "Case Subject", "Organization", "Request Type", and a partially visible "C" column. The table contains five rows of case data.

	Case Subject	Organization	Request Type	C
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<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"/>	**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
<input type="checkbox"/>	Accident Report 22-123445	*GovTransfer Police Department	Crash Report Request	K
<input type="checkbox"/>	Crash Report	*GovTransfer Police Department	PRA Request	J

Show

10

▼

entries

Showing 1 to 6 of 6 entries

14

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.

PRA Request - Crash Report

Created: 5/19/2023 3:12:08 PM
Last Updated: 2/25/2024 11:29:13 PM

Details

Subject * Case Number

Crash Report

Description *

23-12345
photos and report
Driver's name = John Doe

Name *

Address *

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.cshml	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

Joe (GT) Puuri 11/27/2023 01:16:52 AM

Invoices

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

PAY INVOICE

15

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

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image1.jpg	1.4 MB	Joe (GT) Puuri	11/27/2023 01:24:28 AM	✓

Show 5 entries

Requester Conversation

Add Comment

Invoices

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

PAY INVOICE

- 16 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

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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 entries

Requester Conversation

Add Comment