FOIA Request for Public Records

Request for: □ Copy   □ Certified copy   □ Record inspection   □ Subscription to record issued on regular basis
Delivery Method (upon payment of balance due):   □ Pick up records in person   □ Mail to address below

(Please Print or Type)

Name                                      Phone
Firm/Organization                         Fax
Street                                    Email
City                                      State    Zip

Describe the public record(s) as specifically as possible:


Requestor’s Signature                      Date

Consent to Non-Statutory Extension of Township’s Response Time
I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq, I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree to extend the township’s response time for this request until: ____ (month, day, year) _____.

Requestor’s Signature                      Date

(Adopted July 2015)