

## Request Form

# FOIA Request for Public Records

**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231,.**

**Request No.:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Check if received via:** ☐ Email ☐ Fax ☐ Other Electronic Method

Date delivered to junk/spam folder: \_\_\_\_\_

Date discovered in junk/spam folder: \_\_\_\_\_

(Please Print or Type)

Name		Phone
Firm/Organization		Fax
Street		Email
City	State	Zip

**Request for:**    ☐ Copy    ☐ Certified copy    ☐ Record inspection    ☐ Subscription to  
record issued on regular basis

**Delivery Method:**    ☐ Will pick up        ☐ Will make own copies onsite        ☐ Mail to address above  
☐ Email to address above  
☐ Deliver on digital media provided by the city:

**Note:** The city is not required to provide records in a digital format or on digital media if the city does not already have the technological capability to do so.

**Describe the public record(s) as specifically as possible.** You may use this form or attach additional sheets:

[illegible]