

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

\_\_\_\_\_ Township, \_\_\_\_\_ County

**Request Form**

Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

\_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

**FOIA Request for Public Records**  
**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

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

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

(Please Print or Type)

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

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 township: \_\_\_\_\_

**Note:** The township is not required to provide records in a digital format or on digital media if the township 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:


**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 and stipulate to extend the township's response time for this request until: \_\_\_\_\_ (month, day, year).

**Requestor's Signature**

**Date**

(Complete both sides)