

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: