



## Michigan Freedom of Information Act Request Form

Authority: 1976 PA 442, as amended

You may submit requests for copies of non-exempt public information under the Michigan Freedom of Information Act (FOIA) to: Village of Kent City, Village Clerk, FOIA Coordinator, PO Box 296, Kent City MI 49330

Phone: (616) 678-7232 Fax: (616) 678-4256 Email: [vkc.clerk@kentcitymi.org](mailto:vkc.clerk@kentcitymi.org)

FOIA provides the public body with five (5) business days to respond to the request with a provision for an additional ten (10) days extension, if necessary.

You may be required to reimburse the expenses associated with fulfilling your FOIA request. Labor, photocopying, postage and other charges related to the shipment of the documents will be assessed on actual costs.

**Please describe the public record as sufficiently as possible, specifying subject matter, date, and person.**

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Preferred method of receiving the records: Mail Fax E-mail Site Inspection  
*(Please print or type)*

### Requestor Information

Name of Requestor:	Daytime phone:
If applicable: Fax #	Email address:
Address:	

**By my signature, I consent to the following:**

Pay all actual costs incurred for search, duplication and review of materials. Pay a good faith deposit for fees in excess of \$50.00. The deposit shall not exceed 1/2 of the total fee.

I understand that if this request is permitted under the Freedom of Information Act, the information will be provided within five (5) business days with a provision for an additional ten (10) days extension, if necessary.

X \_\_\_\_\_  
 Signature  Receiving Public Assistance Date

**Date Request Received:** \_\_\_\_\_

**P.O. Box 296, 83 Spring Street, Kent City, MI 49330 • Phone (616)678-7232 • Fax (616)678-4256**