



**Michigan Freedom of Information Act Request Form**

Authority: 1976 PA 442, as amended

You may submit requests for (a) copies or (b) view records 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

Refer to the Summary of Freedom of Information Act Procedures & Guidelines to assist you with your request.

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

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Preferred method of records: Mail    Fax    E-mail - or - View Records

**Requestor Information: Please Print**

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 at Village of Kent City:** \_\_\_\_\_

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

"This institution is an equal opportunity provider"