



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 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.

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

Requestor Information: *Please Print*

Name of Requestor:	Daytime phone:
Address:	Email address:

Completing FOIA requests takes employee time from Village duties that are essential to operation of the Village. Within one business day of receipt of request, you will receive a FOIA Cost Estimate. You must approve the estimate before your request is prepared. Requests exceeding \$25.00 require payment prior to the release of information by your preferred method.

By my signature, I consent to the following:

Pay all actual costs incurred for search, duplication and review of materials.

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 provision for an additional ten (10) days extension, if necessary.

X _____
 Signature ☐Receiving Public Assistance Date

Date Request Received by Village of Kent City: _____

P.O. Box 296, 200 S Main Street, Kent City, MI 49330 · Phone (616)678-7232 ·

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