



Freedom of Information Act Request Form (FOIA)

Please Email Completed form To: foia@ferndalemi.gov

REQUEST TO: Inspect record Receive copy Inspect & receive a copy of pertinent records

DELIVERY METHOD (*upon payment of balance due*): Pick up in person Email Mail to address below

(All requests must describe the desired documents adequately and in sufficient detail for staff to identify and locate the information).

Description of Public Record Request:

I understand that there may be a cost for copies and/or labor cost for searching, copying and/or separating material and mailing costs. (Costs may be reduced if requestor provides an email for electronic response).

Date

Print Name

Phone Number

Company

Alt. Phone Number

Street Address

Email Address:

City

State

Zip Code

Requestor's Signature

Department of Record: Date Emailed:

Date Completed Request due to Clerk's Office