



151 Martin Street
Birmingham, MI 48009
Telephone: (248) 644-1800; Fax: (248) 644-5614

DATE
FILED: _____

5-DAY DUE
DATE: _____

10-DAY DUE
DATE: _____

**REQUEST FOR PUBLIC RECORD
FREEDOM OF INFORMATION
Authority: MCL 15.231, et seq**

A person desiring to inspect or receive a copy of a public record must give WRITTEN REQUEST for the public record to the Freedom of Information Act (FOIA) coordinator. A written request may be made by facsimile, electronic mail, or other electronic transmission, but it is not considered to have been received by the FOIA coordinator until one business day after the electronic transmission is made.

STATEMENT OF APPLICANT: I am requesting copies under FOIA. Based on the City of Birmingham's approved FOIA policy, I am submitting 50% of the estimated total costs, (if the estimate fee exceeds \$50) and confirm the balance of the fees incurred will be paid before the public record(s) are released to me. I understand the city must respond to my request within five (5) business days *after* it is received. The city must grant or deny all, or a portion of my request, or issue a notice extending for ten (10) business days, the period in which the city must respond to my request.

PRINT NAME: _____

ADDRESS & PHONE _____

I hereby certify that the above information is correct and agree to reimburse the City of Birmingham for any costs incurred in processing this request that are allowable under the Michigan Freedom of Information Act. I further acknowledge that my identity is subject to disclosure.

SIGNATURE _____

DESCRIPTION OF PUBLIC RECORD(S) REQUESTED: Describe in detail the information being requested. PLEASE BE SPECIFIC. If the request is unclear, if could prevent the city from providing the information: _____

OFFICE USE ONLY:

DEPARTMENT(S): _____
ESTIMATED COST: _____
DEPOSIT PAID: _____
DISPOSITION DATE: _____
COMPLETED BY: _____
FINAL COST _____