



City of Lapeer
576 Liberty Park
Lapeer MI 48446
(810) 664-5231 (Phone)
(810) 664-2610 (Fax)

FOIA Request for Public Records
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request to: Receive Copy Inspect Record Subscription* (*requires separate form)
 Delivery Method (*upon payment of balance due*):
 Pick up records in person Mail Fax

(Please Print or Type)

Name:	Phone:
Firm/Organization:	Fax:
Street:	Email:
City/State:	Zip:

STATEMENT OF APPLICANT: I am requesting copies under FOIA. Based on the City of Lapeer’s approved FOIA Policy, I understand that I may be required to pay a fee for the processing of my request. 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. I further understand that if I withdraw my request after the City has begun work on the request, I will be responsible for all costs incurred by the City of Lapeer up until the point of withdrawal.

Describe the public record(s) as specifically as possible:

Requestor’s Signature: _____ Date: _____

OFFICE USE ONLY:	Date Received: _____
Received by: _____	<input type="checkbox"/> Written <input type="checkbox"/> Electronic