



**City Hall
118 Orchard Street
Morenci, MI 49256
(517) 458-6828**

Freedom of Information Act (FOIA) Request Form

Date Requested: _____

Name: _____

Address: _____
Street City State Zipcode

Phone Number: _____

Please describe with specificity the document(s) that you are requesting. If you are not sufficiently specific, we may not be able to locate the document(s) you request which may delay our response to your request:

You may pick up your request at Morenci City Hall, 118 Orchard Street, Morenci, MI 49256 or you may have it mailed (cost of mailing will be charged to you) to you after review and approval is complete. This can take up to five (5) working days to complete, or such later date as may be extended by law.

_____ Will pick up _____ Please mail

You will be charged the allowable fees and costs under FOIA or you need to show documentation showing that you, the requester, are receiving public assistance or other facts showing inability to pay due to indigence. You agree to pay such fees and costs prior to the release of the documents.

Signature

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Department use only

No. of pages _____ Pick up cost _____ Mail cost _____