

BAD AXE POLICE DEPARTMENT



100 S. HANSELMAN ST.
BAD AXE, MICHIGAN 48413

"To Protect and To Serve"

BUS. OFFICE: (989) 269-9242
www.cityofbadaxe.com

FREEDOM OF INFORMATION ACT REQUEST FORM

ONCE COMPLETED AND SIGNED, RETURN THIS FORM TO THE BAD AXE POLICE DEPARTMENT, BY:

- ♦ Hand delivery or regular mail to Bad Axe Police Department
- ♦ Email to: jrubin@cityofbadaxe.com

Date: _____

Name: _____

Address: _____ Phone#: _____

Email: _____

Request for: Copy Record inspection

Delivery Method: Will pick up Mail to address above

Complete description of the documents you are requesting – be as specific as possible, including date, location, names of parties involved and report number, if available. Failure to sufficiently describe the document may result in a denial of your request pursuant to MCL 15.235(5)(5)(b).

I agree and understand that reasonable charges for copy and mailing costs and labor may be incurred. Further, I: (only check one box)

- Request a fee estimate to be provided within five (5) business days.
- Agree to pay the reasonable charges incurred in compiling a response to my request for documents.

Signature

Printed Name

Requestor:

Please see the following links. In the alternative, you may request copies of these documents and they will be printed for you at no charge.

City of Bad Axe FOIA Procedures and Guidelines:

<http://cityofbadaxe.com/Portals/3/FOIA/FOIA%20Procedures%20and%20Guidelines.city.pdf>

Public Summary of FOIA Procedures and Guidelines: <http://cityofbadaxe.com/Portals/3/FOIA/FOIA%20Public%20Summary.pdf>

Michigan Freedom of Information Act, including appeal rights: <http://www.legislature.mi.gov/>