



Mayville Police Department

5950 Fox Street PO Box 497
Mayville, MI 48744
(989) 843-5301 (989) 843-0061 Fax

FREEDOM OF INFORMATION ACT REQUEST FORM

As a governmental agency, the Mayville Police Department is required to comply with Public Act 442 of 1976, the Freedom of Information Act (FOIA). If you are interested in obtaining documents that fall within the requirements of the FOIA, you may submit a FOIA request in writing to the Mayville Police Department. Pursuant to the FOIA, the Mayville Police Department is entitled to charge a fee for a public record search, the necessary copying of a public record for inspection, or for providing a copy of a public record. You will be contacted by the FOIA Coordinator with any applicable charges prior to the mailing of the FOIA documents. It is understood that, by law, the Mayville Police Department has five (5) business days to respond to your request.

Reports are \$10.00 up to five (5) pages and \$1.00 per page thereafter. Additional charges may also apply.

Date of Request: _____ **YOUR** Name: _____

YOUR Address (Street, City, State, Zip): _____

YOUR Telephone Number: _____

Description of Requested Information: _____

Will the requested record/s be picked up _____ or mailed _____

Signature of Requestor: _____

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(FOR DEPARTMENT USE ONLY)

Information Provided: _____

Date Request Received: _____ Date Information Sent/Given: _____

Number of Copies: _____ Amount Due: \$ _____ Receipt #: _____

By: _____ Date: _____