



FOIA Request Form

Freedom of Information Act

Office Use Only	
FOIA# _____	
Due: _____	10-Day Extension <input type="checkbox"/>

This form is for non-police records. For police records, contact the police records department.

Please submit to: St. Johns City Clerk's Office
 100 E. State St., Suite #1100, P.O. Box 477
 St. Johns, MI 48879
 Tel: (989) 224-8944 Fax (989) 224-2204
mseavey@ci.saint-johns.mi.us

The Michigan Freedom of Information Act permits persons to request copies of public records. You may be required to pay for costs incurred in retrieving or copying such records. Some records may be exempt from disclosure.

Date of Request _____ Name _____

Address _____
 Street City State Zip

Telephone _____ Email _____

I am not requesting records or information relating to a civil action in which I (or a person on whose behalf I am making this request) and the City are parties.

Requester's Signature

Description of Records (please print)

Describe, with specificity, the records you are requesting. If you are not sufficiently specific, it may be impossible to identify the records you request and your request may be denied. You may be contacted for clarification.

You will receive a response within five business days, counted from the day after your request is received. Electronically transmitted requests are deemed received the day after they are sent. The City may, within the five business days, issue a notice extending the request for not more than ten business days. If the estimated costs exceed \$50, you may be required to provide a deposit before your request will be fulfilled. You will be charged allowable fees under FOIA unless you provide documentation showing that you are receiving public assistance or are otherwise unable to pay due to indigence.

Please select how you would like to receive the requested records: Pick up Mail Email

RECORDS WILL NOT BE RELEASED UNTIL FULL PAYMENT OF COSTS