

Police Department Records:

Port Huron Police Department
 100 McMorran Boulevard
 Port Huron, MI 48060
 810-984-9715 Ext. 2003 - Phone
 810-987-9860 - Fax
foiapolice@porthuron.org

**All Other Public Records:**

Port Huron Clerk's Office
 100 McMorran Boulevard
 Port Huron, MI 48060
 810-984-9725 Ext. 0 - Phone
 810-982-7872 - Fax
clerk@porthuron.org

Freedom of Information Act (FOIA) Public Records Request Form

(Please print or type)

1. Requestor's Information

Printed name		Date
Requestor's Signature		
Firm/Organization (if applicable)		
Full mailing address		
Contact Telephone Number	Fax Number	Email Address

2. List of Public Records (List EACH public record being requested & describe it clearly enough for the City to locate.)

NOTE: The City can charge a fee to fulfill this request prior to releasing the public records and will provide an invoice detailing the fees. No fees will be collected for requests totaling \$3.00 or less. If the fees are estimated to exceed \$50.00, a good-faith deposit of no more than 50% of the final cost will be required prior to processing the request.

For your information, you can receive a free copy of the City's FOIA Procedures and Guidelines or Public Summary at any City office or visit the City's web site at www.porthuron.org/foia.

3. Deliver Records (select one)

- ☐ Email ☐ Will pick up
☐ Fax ☐ U.S. Mail

4. Request Record Format (select one)

- ☐ Paper copies ☐ Stored on digital media device *
☐ Electronic copies
☐ Review records first
- Device type: _____
- * Device provided if available. Extra charges may apply.

(Below for office use only)

Date rec'd on:	___ 5 days (In Person/Mail) ___ 6 days (Email/Fax)	Due date:	Add'l 10 business day extension date:	Extension notice date:
Processed by	Date	Reviewed by	Date	Second review by (unable to locate/non-existent record) Date
Requestor contacted by	Date	Communicated by (circle one): Spoke with Left message Emailed Faxed Mailed		

Notes: _____