



City of Gibraltar

29450 MUNRO STREET, GIBRALTAR, MI 48173

FREEDOM OF INFORMATION ACT REQUEST FORM

Requested by:

(Name)

(Street Address)

(City, State, Zip)

(Email Address)

(Telephone)

Pursuant to the Freedom of Information Act, I am requesting the following information:

[Please print clearly! Provide a detailed/specific request. If you need additional space, please continue on the back of this form.]

1. _____

2. _____

3. _____

Delivery Method: ☐ E-mail ☐ Mail ☐ Pick-up

By signing this document, I understand that the City of Gibraltar will charge me a fee for providing copies of public records, including the cost of copying and mailing, and labor costs for searching, examining, reviewing, separating and deleting exempt information as allowed by the Act and the City's FOIA Procedure and Guidelines.

- The City's FOIA Policy and Guidelines as well as the Public Summary of the FOIA Policy and Guidelines can be found at <http://www.cityofgibraltarmi.gov>.

In place of the deadlines set forth by the Act and the City's FOIA Procedure and Guidelines, I agree to allow the public body a reasonable time to process my request. Check here ☐ if you do not wish to waive the deadlines contained in the FOIA.

The City shall grant or deny all or a portion of my request. By signing this form, I realize that this document becomes public record.

Signature of Requestor: _____ **Date:** _____

OFFICE USE ONLY:

Date / Time Received: _____

Date / Time requestor was contacted regarding FOIA pick-up: _____

Date Picked Up/Mailed/E-Mailed: _____ Cost Assessed: _____