

# Chester Township, Ottawa County

P.O. Box Conklin, MI 49403  
 616-899-5544 Fax 616-899-2937  
 mail@chester-twp.org

## FOIA Request for Public Records

**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

**Request to:**     Receive copy     Inspect record     Subscribe to record issued on regular basis  
**Delivery Method** (*upon payment of balance due*):     Pick up records in person     Mail to address below  
 (*Please Print or Type*)

Name	Phone
Firm/Organization	Fax
Street	Email
City	State      Zip

**Describe the public record(s) as specifically as possible:**


Requestor's Signature	Date
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**Consent to Non-Statutory Extension of Township's Response Time**

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.* I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree to extend the township's response time for this \_\_\_\_\_ request \_\_\_\_\_ until \_\_\_\_\_.

Requestor's Signature	Date
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