

## 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
<b>Describe the public record(s) as specifically as possible:</b>	

Requestor's Signature	Date
<p><b>Consent to Non-Statutory Extension of Township's Response Time</b></p> <p>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 _____.</p>	
Requestor's Signature	Date