Allendale Charter Township
Ottawa County, Michigan

FOIA Coordinator
Candy Kraker, Allendale Charter Township Clerk
6676 Lake Michigan Drive, Allendale MI 49401
candy@allendale-twp.org
Phone 616-895-6295, extension 6 Fax 616-895-6330

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**

Name		Phone
Firm/Organization		Fax
Street		Email
City	State	Zip

(Please Print or Type)

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

Requestor's Signature	Date

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