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email: [foiaordinator@dewittwp.org](mailto:foiaordinator@dewittwp.org)

**FREEDOM OF INFORMATION REQUEST**  
**Request for disclosure of Public Information**

**Date of Request:** \_\_\_\_\_

**Requested By: Name:** \_\_\_\_\_  
(please print)

**Address, City, State, Zip:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Nature of request and detailed description of public records sought:**

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Do you want to be notified by mail or email regarding fees and/or a notice of an extension?

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Request response time: The Township has 5 business days to respond to your request. We may extend the initial 5 business day time for responding by an additional 10 business days when we deem it necessary.

DeWitt Charter Township procedures for providing requested information:

**Requests that are picked up in person require the requestor to provide a driver's license/photo identification, which will be copied and signed by the requestor.** If no photo identification is provided, the requested information will be sent via first class mail, once the payment (if charges apply) has been received.

**Signature of person making request:** \_\_\_\_\_

Signature of person accepting request: \_\_\_\_\_

Date request was received: \_\_\_\_\_