

SUBMITTED: ___ IN-PERSON ___ BY MAIL ___ BY FAX/EMAIL ___ SPAM FOLDER	City of Birmingham City Clerk's Office 151 Martin, Birmingham, MI 48009 Phone: 248.530.1800 Fax: 248.530.1080 <a href="http://www.bhamgov.org/foia">www.bhamgov.org/foia</a>
DATE FILED: _____	
5-DAY DUE DATE: _____	
10-DAY EXTENSION DUE DATE: _____	
REQUEST # _____	



**FOIA Request for Public Records**  
Michigan Freedom of Information Act,  
Public Act 442 of 1976, MCL 15.231, *et seq.*

(Please Print or Type)

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

**Request for:**     Copy     Record inspection     Other \_\_\_\_\_

**Delivery Method:**     Will pick up     Will make own copies onsite     Mail to address above     Email to address above

**Describe the public record(s) as specifically as possible.** PLEASE BE SPECIFIC. If the request is unclear, it could prevent the City from providing the information. Include information such as property address, sidwell number, incident number, date of occurrence, time frame of records requested, etc. Attach additional page if necessary.


**Consent to Non-Statutory Extension of City's Response Time**

I have requested a copy of 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 City must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension.

Based on the City of Birmingham's approved FOIA policy, I agree to submit 50% of the estimated total costs if the estimate fee exceeds \$50.00 and confirm the balance of the fees incurred will be paid before the public record(s) are released to me. The City must grant or deny all, or a portion of my request, or issue a notice extending for ten (10) business days, the period in which the City must respond to my request.

I hereby certify that the above information is correct and agree to reimburse the City of Birmingham for any costs incurred in processing this request that are allowable under the Michigan Freedom of Information Act. I further acknowledge that my identity is subject to disclosure.

I understand that a copy of the City's Procedure and Guidelines and Summary of the Procedure and Guidelines will be provided to me at no charge if requested at the City Clerk's Office. The information is also available at [www.bhamgov.org/foia](http://www.bhamgov.org/foia).

<b>Requestor's Signature</b>	<b>Date</b>
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(Complete both sides of form)

**Records Located on Website**

If the City directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the City must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the City must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the City has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the City must provide the public records in the specified format (if the City has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

**Request for Copies/Duplication of Records on City Website**

I hereby stipulate that, even if some or all of the records are located on a City website, I am requesting that the City make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature	Date
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**Overtime Labor Costs**

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

**Consent to Overtime Labor Costs**

I hereby agree and stipulate to the City using overtime wages in calculating the following labor costs as itemized in the following categories:

- 1.  Labor to copy/duplicate
- 2.  Labor to locate
- 3a.  Labor to redact
- 3b.  Contract labor to redact
- 6b.  Labor to copy/duplicate records already on City's website

Requestor's Signature	Date
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**Request for Discount: Indigence**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

**Office Use:**  Affidavit Received  Eligible for Discount  Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:	Date:
Requestor's Signature:	

**Request for Discount: Nonprofit Organization**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the City.

**Office Use:**  Documentation of State Designation Received  Eligible for Discount  Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:	Date:
Requestor's Signature:	