

**REQUEST FOR PUBLIC RECORD
WHITE LAKE TOWNSHIP**

Name _____
Address _____
Phone _____

Department _____
Request: Written _____
Electronic _____

I request to have the public record(s) supplied to me in the following form: Inspection _____ Copies _____

Name and brief description identifying public record desired:

Payment must be received prior to delivery of public records.

Deliver to above address? _____

List Alternate, if applicable _____

I understand a public body must respond to my request within five (5) business days after it is received. The public 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 public body must respond to my request. In place of these deadlines, I agree to allow the public body a reasonable time to process my request.

Signature

OFFICE USE ONLY

Costs: In advance (over \$50.00)
Estimate _____

Final Account: _____
Mailing _____
Labor _____

Amount Due \$ _____

_____ Copies @ .10 _____
Other _____

Date Available: _____

TOTAL _____
(-) Deposit _____
AMOUNT DUE _____