



**General FOIA Request Form**

Send to: 601 Avenue A  
Springfield, MI 49037  
OR  
kcatlin@springfieldmich.com

Date Requested: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Please describe in detail the public records you are requesting**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

The City of Springfield will respond to this request within five (5) working days from the date the request was received. The City may notify you that it will take an additional ten (10) days to respond.

OFFICE USE ONLY

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

Request: Denied – Granted – Granted in Part

Date request was responded to: \_\_\_\_\_ Response method: Email – Mail