

**CITY OF MARINE CITY
 303 S. WATER STREET
 MARINE CITY, MI 48039
 APPLICATION FOR FREEDOM OF INFORMATION ACT REQUEST**

Requester's Name:		
Requester's Mailing Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	
Email Address:		

REQUESTED INFORMATION:

Please clearly describe the information being requested. If additional space is needed, please turn page over and continue the description.
 Please note that some information may be available on the City of Marine City Website. Please visit www.marinecity-mi.org

HOW WOULD YOU LIKE TO RECEIVE YOUR INFORMATION?

Please review the choices below and clearly fill out the section that states how you would like to receive your information:

Check Choice	Choices	Regarding this choice
<input type="checkbox"/>	Just Review Information	You must provide dates and times you are available to meet with the FOIA Coordinator
<input type="checkbox"/>	Copies Made and Mailed or Picked Up	I understand that if the City of Marine City requires outside sources to produce the requested information

		additional costs may be charged to me.
	Emailed to me	Please provide email address: _____
	USB or CD for copying purposes	I will agree to pay the cost of the device as incurred by the City of Marine City.

I have read the above information and completed the form to the best of my ability.

Date application made: _____

Date Materials to be Provided: _____

Please see below for the City of Marine City charges for F.O.I.A. requests as adopted in the FY 15/16 Fee Schedule.

FREEDOM OF INFORMATION COSTS CITY OF MARINE CITY

ITEM CHARGED FOR	RATE	# OF ITEMS	TOTAL DUE
Hourly Rate for Employee	*\$		
Benefit Charge for Employee			
Cost of Copies	.10 cents each		
Cost of Non-Paper Media (CDs, flash drives)			
Actual Postage Costs			
Cost to Produce Public Records - paper or electronic form			
TOTAL COST OF REQUEST			

*Hourly rate charged in fifteen (15) minute increments according to adopted FOIA Policy

Charges are always rounded down

A good faith deposit of 50% is required for all requests that exceed \$50.00

A 100% deposit is required for anyone who has previously requested a F.O.I.A. and has failed to pick them up in a timely manner (within 30 days of the date the request is due to be completed).