



Michelle LaJoye-Young
SHERIFF

Michigan Freedom of Information Act Request Form

You may submit requests for copies of non-exempt public information under the Michigan Freedom of Information Act (FOIA) to the Kent County Sheriff Department, FOIA Coordinator, 701 Ball Avenue NE, Grand Rapids, MI 49503, Phone (616) 632-6200, Fax (616) 632-6217.

FOIA provides the public body with five (5) business days to respond to the request with a provision of an additional ten (10) days extension, if necessary.

You may be required to reimburse the expenses associated with fulfilling your FOIA request. Labor, photocopying, postage and other charges related to the shipment of the documents will be assessed on actual cost basis.

Please print:

Name: _____

Address: _____

Firm / Organization: _____

Telephone No: _____ Email: _____

Complaint Number(s) : _____

Please describe the public record as sufficiently as possible, specifying subject matter, date, and reason for the request.

Signature

Date

