

VILLAGE OF BEAR LAKE
12376 Virginia Street
Bear Lake, Michigan 49614

FOIA REQUEST FOR PUBLIC RECORD

Requestors Name _____ Date _____

Address _____ Phone _____

City/State/Zip _____

Email address: _____

Do you want response: Email Pick up at village office Mailed to above address?

Under the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

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

Inspection _____ Paper Copies _____ Subscription to record on a regular basis _____

Note: The Village is not required to provide records in a digital format or on digital media if the Village does not already have the technological capability to do so. See

Describe the public record(s) you are requesting as specially as possible:

I understand a public body must respond to my request within five (5) business days after it is received. The public body must grant or deny all or 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.

Signature: _____ Date: _____

Village Office Use:

Date Received: _____ Check if received via: Email Hand written

Person Receiving FOIA Request _____

Cost Assessment:

Postage \$ _____

Labor \$ _____ (to the nearest ¼ hour)

Duplication \$ _____

Total Due \$ _____