

Norvell Township  
Jackson County, Michigan

106 E. Commercial Street, Norvell, Michigan 49263

**FOIA Request for Public Records**

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

**Request to:**      **Receive copy**      **Make an appointment to inspect record**

**Delivery Method (upon payment of balance due):**      **Pick up records in person**      **Mail to address below**

(Please Print or Type)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Firm/Organization \_\_\_\_\_ Fax \_\_\_\_\_

Street \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Describe the public record(s) as specifically as possible:

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Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Consent to Non-Statutory Extension of Township's Response Time**

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree to extend the township's response time for this request until \_\_\_\_\_.

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_