

**Non-Public Safety Records:**

Port Huron Clerk's Office  
100 McMorran Boulevard  
Port Huron, MI 48060  
810-984-9725 Ext. 0 - Phone  
810-982-7872 - Fax  
[clerk@porthuron.org](mailto:clerk@porthuron.org)



**Public Safety Records:**

Port Huron Police Department  
100 McMorran Boulevard  
Port Huron, MI 48060  
810-984-9715 Ext. 2003 - Phone  
810-987-9860 - Fax  
[foiapolice@porthuron.org](mailto:foiapolice@porthuron.org)

## Freedom of Information Act (FOIA) Public Records Request Form

(Please print or type)

1. Requestor's Information		
Printed name		Date
Requestor's Signature		
Firm/Organization (if applicable)		
Full mailing address		
Contact Telephone Number	Fax Number	Email Address

2. List of Public Records (List EACH public record being requested (describe it clearly enough for the City to locate.))

NOTE: The City can charge a fee to fulfill this request prior to releasing the public records and will provide an invoice detailing the fees. No fees will be collected for requests totaling \$3.00 or less. If the fees are estimated to exceed \$50.00, a good-faith deposit of no more than 50% of the final cost will be required prior to processing the request.

For your information, you can receive a free copy of the City's FOIA Procedures and Guidelines or Public Summary at any City office or visit the City's web site at [www.porthuron.org/foia](http://www.porthuron.org/foia).

**3. Deliver Records (select one)**

- Will pick up
- U.S. Mail
- Email
- Facsimile (Fax)

**4. Request Record Format (select one)**

- Paper copies
- Electronically
- Review records first (copies can be selected & made after reviewing)
- \*Stored on a digital media device. Device type: \_\_\_\_\_  
\*City provides requested device, if available. Extra charges may apply.

(Below for office use only)

	<b><u>Regular (5 Days*)</u></b>	<b><u>Ext. (Add 10-Days*)</u></b>		<b><u>Regular (6 Days*)</u></b>	<b><u>Ext. (Add 10-Days*)</u></b>
<b>In Person:</b>	_____	_____		<b>By Fax/Email:</b>	_____
<b>By Mail:</b>	_____	_____		<b>Junk/Spam Mail:</b>	_____
	*Business Days				* Business Days