

**DELHI CHARTER TOWNSHIP  
CLERK'S OFFICE**

2074 AURELIUS ROAD, HOLT, MI 48842  
Phone (517) 694-2135 – Fax (517) 699-3881

**REQUEST FOR PUBLIC RECORDS**

Authority: Michigan Freedom of Information Act, 1976 PA 442, as amended

*(Please Print or Type)*

Name:	Telephone No: (    )
Firm/Organization:	Fax No:        (    )
Street:	
City:	State:                      Zip:

**Describe the public record as specifically as possible: (Please give file number if known)**


<b>Signature:</b>	<b>Date:</b>
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<b>CONSENT TO EXTENSION OF TIME ON REQUEST FOR PUBLIC RECORDS</b>	
<p>I have requested a copy of or access to records pursuant to the Michigan Freedom of Information Act, 1976 PA 442, as amended. I understand that the public body must respond to the request within five (5) business days after receiving it, except that the public body may take an extension for an additional ten (10) business days. However, I hereby agree and consent to extending the time for the public body to respond to my request until _____.</p>	
<b>Signature:</b>	<b>Date:</b>

The Clerk's Office will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this office.