



Optional Standard
Public Records Request Form

Township Date Stamp

MUNSON TOWNSHIP

Please Print Clearly

Section 1 – Records Requested

I wish to: Review Obtain Copies Format Requested: Paper Electronic

1. _____
2. _____
3. _____
4. _____
5. _____

Section 2 – Requesting Party Information

I/We the undersigned, request documents as indicated above and agree to pay Munson Township .10 cents per copied page or \$1.00 per disc at the time of receipt by me or my representative. If copies are mailed, the postage will be charged at rates set by the U.S. Postal Service and must be pre-paid prior to mailing.

Name of Individual Making Request: _____

Business Name/Organization: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Signature of Person Making Request: _____

Section 3 – Delivery Option

Method Requested to Receive: Pick-up Email Standard Mail

Do Not Write Below this Line – For Township Use ONLY

Date/Action Taken on Request: _____ Amount Due: _____

Person Fulfilling Request: _____ Cash Check # _____