



## FREEDOM OF INFORMATION ACT REQUEST FORM

Donna Kooyenga  
*Village Clerk*

Tony DeLaurentis  
*Trustee*

Patty Eidam  
*Trustee*

Terry Kapteyn  
*Trustee*

Michael Manno  
*Trustee*

Mike Skrbina  
*Trustee*

Mikal Stole  
*Trustee*

Date of request \_\_\_\_\_ Time \_\_\_\_\_

Is this request for commercial purposes?     Yes     No

Name of Requestor (please print) \_\_\_\_\_

Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Method of Receipt: Pick-Up  Fax  E-Mail

Requestor signature \_\_\_\_\_

### RECORDS REQUESTED-PLEASE BE SPECIFIC

(FOIA is a request for documents maintained by the public body. You must specify documentation requested.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Village of Lansing provides this form as a convenience. Applicants may use this form or submit their own written request. Applicants choosing not to use this form must provide their full name, signature, current address, phone number, a detailed account of the documents requested and whether or not they are requesting the documents for commercial use. (Commercial use is a request to be used for the sale or resale of for solicitation or advertisement for services.) All fees, including postage for mailed request, must be paid be prior to release of documents.

Black and white copies: First 50 pages free - .15 cents per page thereafter.

Village of Lansing Freedom of Information Act Officer, Vivian Payne ([vpayne@villageoflansing.org](mailto:vpayne@villageoflansing.org))

Village employee receiving request \_\_\_\_\_ Date \_\_\_\_\_

(Revised 6/2016)

Due Date of Responsive Documents: \_\_\_\_\_