

**Environmental Health Division**

220 Fort Street, Port Huron, MI 48060

Office: (810) 987-5306 Fax: (810) 985-5533

environmentalhealth@stclaircounty.orgWebsite: www.scchealth.co/EH**FREEDOM OF INFORMATION ACT REQUEST FORM**

As a governmental agency, the County of St. Clair is required to comply with Public Act 442 of 1976, the Freedom of Information Act (FOIA). If you are interested in obtaining documents that fall within the requirements of the FOIA, you may submit a FOIA request in writing to the St. Clair County Health Department. **Pursuant to the FOIA, the County of St. Clair is entitled to charge a fee for a public record search, the necessary copying of a public record for inspection, or for providing a copy of a public record when the FOIA request results in an unusually high cost to the County.** You will be contacted by the FOIA Coordinator with any applicable charges prior to the mailing of the FOIA documents. It is understood that, by law, the St. Clair County Health Department has five business days to respond to your request.

Date of Request: _____

Name: _____ ☐ Owner ☐ Realtor ☐ Other _____

Address: _____

Phone: _____ Fax: _____ Email: _____

DESCRIPTION OF REQUESTED INFORMATION: _____**INFORMATION REQUESTED FOR THE FOLLOWING LOCATION:**

Address: _____

Township / City: _____ Section Number: _____

Signature: _____**FOR HEALTH DEPARTMENT USE ONLY**

Information provided: _____

Date request received: _____ Date information sent / given: _____

Number of copies: _____ Amount due \$ _____ Receipt # _____

By: _____ Date: _____