

# Hinckley Township Public Records Request

Date of Request: \_\_\_\_\_

Type of Request:  In-Person  Email  Telephone  Written  Verbal

Name (Optional): \_\_\_\_\_

Address (required for mail): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (optional): \_\_\_\_\_ Email (optional): \_\_\_\_\_

Format the requestor would like the record produced in:  Paper\*  Electronic  Disc/USB\*

Method the requestor would like to receive the request in:  Standard Mail  In-Person  
 Telephone  Via Email

\* Applicable fees as per Township policy may apply

Description of Record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Response: \_\_\_\_\_ Responder Name: \_\_\_\_\_

Fees collected (if applicable): \_\_\_\_\_