

Environmental Health Record Request

NOTE: Use this form only if:

- Requesting records for **one** property, parcel, or business; and
- You are the owner, or authorized contractor or realtor for the property or business

Requests for records related to multiple-properties or locations, or complaints, must be submitted on the FOIA Request Form available at www.dhd10.org/business/foia/ or at any District Health Department #10 office.

Requestor Please type or print

Name	Check if Contractor	Owner or owner-authorized Realtor	Agent
Firm/Organization	Phone	Fax	
Street	Email		
City	State	Zip	
Delivery Method	Will Pick Up	Mail to address above	Email to address above Fax to number above

Environmental Health Records Requested - one property/parcel only

REQUIRED INFORMATION	Parcel #	Township	County
	Street Address		City

Additional Information Describe record(s) requested as specifically as possible

Requestor's Signature	Date
-----------------------	------

*Only complete forms with all information necessary to identify and locate the requested records will be accepted and processed.
Fulfilling record requests will occur as time permits and may take up to five (5) business days.*

Office Use Keep original and provide copy of completed form to Requestor upon request at no charge

Date Received	Response Due	Received Via			
Release Date	No. Pages	Email	Fax	Mail	Other
Released By (signature)		Notes			

District Health Department #10 Offices

Crawford County 501 Norway St Ste #1 Grayling, MI 49738 Ph: 989-348-7800 Fax: 989-348-5346	Kalkaska County 625 Courthouse Drive Kalkaska, MI 49646 Ph: 231-258-8669 Fax: 231-258-2805	Lake County 5681 S. M-37 Baldwin, MI 49304 Ph: 231-745-4663 Fax: 231-745-2501	Manistee County 385 Third Street Manistee, MI 49660 Ph: 231-723-3595 Fax: 231-723-1477	Mason County 916 Diana Street Ludington, MI 49431 Ph: 231-845-7381 Fax: 231-845-0438
Mecosta County 14485 Northland Drive Big Rapids, MI 49307 Ph: 231-592-0130 Fax: 231-796-7864	Missaukee County 6180 W Sanborn Rd Ste #1 Lake City, MI 49651 Ph: 231-839-7167 Fax: 231-839-7908	Newaygo County PO Box 850 306 S. North Street White Cloud, MI 49349 Ph: 231-689-7300 Fax: 231-689-7360	Oceana County 3986 N Oceana Drive Hart, MI 49420 Ph: 231-873-2193 Fax: 231-873-4248	Wexford County 521 Cobb Street Cadillac, MI 49601 Ph: 231-775-9942 Fax: 231-775-5372