

**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/](http://www.dhd10.org/business/foia/) or at any District Health Department #10 office.

**Requestor** Please type or print

Name	Check if: Owner or Owner Authorized Contractor 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**

<b>REQUIRED INFORMATION</b>	Parcel #	Township	Section	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**

<b>CRAWFORD COUNTY</b> 501 Norway Street, Ste #1 Grayling, MI 49738 (989) 348-7800 ehcrawfordcounty@dhd10.org	<b>KALKASKA COUNTY</b> 625 Courthouse Drive Kalkaska, MI 49646 (231) 258-8669 ehkalkaskacounty@dhd10.org	<b>LAKE COUNTY</b> 5681 S. M-37 Baldwin, MI 49304 (231) 745-4663 ehlakecounty@dhd10.org	<b>MANISTEE COUNTY</b> 385 Third Street Manistee, MI 49660 (231) 723-3595 ehmanisteecounty@dhd10.org	<b>MASON COUNTY</b> 916 Diana Street Ludington, MI 49431 (231) 845-7381 ehmasoncounty@dhd10.org
<b>MECOSTA COUNTY</b> 4485 Northland Drive Big Rapids, MI 49307 (231) 592-0130 ehmecostacounty@dhd10	<b>MISSAUKEE COUNTY</b> 6180 W. Sanborn Road, Ste #1 Lake City, MI 49651 (231) 839-7167 ehmissaukee@dhd10.org	<b>NEWAYGO COUNTY</b> PO Box 850, 1049 Newell St White Cloud, MI 49349 (231) 689-7300 ehnewaygocounty@dhd10.org	<b>OCEANA COUNTY</b> 3986 N. Oceana Drive Hart, MI 49420 (231) 873-2193 ehoceanacounty@dhd10.org	<b>WEXFORD COUNTY</b> 521 Cobb Street Cadillac, MI 49601 (231) 775-9942 ehwexfordcounty@dhd10.org