



**District Health  
Department #10**  
Healthy People, Healthy Communities

**Environmental Health Division**

Serving Crawford, Kalkaska, Lake, Manistee, Mason, Mecosta, Missaukee,  
Newaygo, Oceana, and Wexford Counties

**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 <input type="checkbox"/> Owner or owner-authorized		
	<input type="checkbox"/> Contractor	<input type="checkbox"/> Realtor	<input type="checkbox"/> Agent
Firm/Organization	Phone	Fax	
Street	Email		
City	State	Zip	
<b>Delivery Method</b>	<input type="checkbox"/> Will Pick Up	<input type="checkbox"/> Mail to address above	<input type="checkbox"/> Email to address above
			<input type="checkbox"/> Fax to number above

**Environmental Health Records Requested - one property/parcel only**

<b>REQUIRED INFORMATION</b>	Parcel #	Township	County
	Street Address	City	

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

Requestor's Signature	Date
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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	<input type="checkbox"/> Email	<input type="checkbox"/> Fax	<input type="checkbox"/> Mail	<input type="checkbox"/> Other
Released By (signature)		Notes			

**District Health Department #10 Offices**

<b>Crawford County</b> 501 Norway St Ste #1 Grayling, MI 49738 Ph: 989-348-7800 Fax: 989-348-5346	<b>Kalkaska County</b> 625 Courthouse Drive Kalkaska, MI 49646 Ph: 231-258-8669 Fax: 231-258-2805	<b>Lake County</b> 5681 S. M-37 Baldwin, MI 49304 Ph: 231-745-4663 Fax: 231-745-2501	<b>Manistee County</b> 385 Third Street Manistee, MI 49660 Ph: 231-723-3595 Fax: 231-723-1477	<b>Mason County</b> 916 Diana Street Ludington, MI 49431 Ph: 231-845-7381 Fax: 231-845-0438
<b>Mecosta County</b> 14485 Northland Drive Big Rapids, MI 49307 Ph: 231-592-0130 Fax: 231-796-7684	<b>Missaukee County</b> 6180 W Sanborn Rd Ste #1 Lake City, MI 49651 Ph: 231-839-7167 Fax: 231-839-7908	<b>Newaygo County</b> PO Box 850 306 S. North Street White Cloud, MI 49349 Ph: 231-689-7300 Fax: 231-689-7360	<b>Oceana County</b> 3986 N Oceana Drive Hart, MI 49420 Ph: 231-873-2193 Fax: 231-873-4248	<b>Wexford County</b> 521 Cobb Street Cadillac, MI 49601 Ph: 231-775-9942 Fax: 231-775-5372