

Mott Community College

REQUEST FOR INFORMATION UNDER THE "FREEDOM OF INFORMATION ACT"

Date of Request: _____

Description of information requested (be specific):

Person requesting data (**please print**):

Name: _____

Address: _____

City, State, Zip: _____

Student ID#: _____

Home Phone: _____ Work Phone: _____

Signature of person making the request: _____

Please mail/return this form to:

**Human Resources
FOIA Request
Attention: Philip Espinosa,
Associate Vice President – Human Resources
Mott Community College
1401 East Court Street, CM11171
Flint, MI 48503-2089**

OR email at: FOIA@mcc.edu

NOTE: A fee may be charged, as allowed under FOIA, which may include: copying costs, clerical costs and mailing costs. A good faith deposit of 50% of the fees may be required, if fees are expected to exceed \$50.00. An invoice of fee charges will accompany your request when it has been completed. All fees must be paid in full prior to the release of information with the Cashiers Office located in the Prah College Center - PCCLL010. **A valid government or state picture ID must be presented at time of pick up.**