

**Michigan Department of Licensing and Regulatory Affairs (LARA)**

LARA FOIA Office  
P.O. Box 30004  
Lansing, MI 48909  
Fax: (517)335-4037  
LARAFOIAInfo@Michigan.gov

**REQUEST FOR PUBLIC RECORDS**  
[Michigan Freedom of Information Act \(FOIA\), 1976 PA 442](#)

It is the public policy of the State of Michigan that all persons, except those persons incarcerated in state or local correctional facilities are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. The people of Michigan shall be informed so that they may fully participate in the democratic process. MCL 15.231

**Please note:** LARA does not maintain records regarding local/state police records, prisoners, welfare, or job training programs.

***The FOIA relates to "public records" and this form should only be used to request copies of public records, and not for requesting answers to questions that incidentally may be reduced to writing.***

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Select which LARA Agency you wish to receive public records from:

Name/Organization

Mailing Address

City

State

Zip Code

E-mail Address

Phone Number

Fax Number

Describe the public record(s) requested as specifically as possible (license numbers, file numbers, dates, address, locations, etc.) If necessary attach additional pages.