



ALLEGAN COUNTY HEALTH DEPARTMENT

3255 – 122ND Ave., Suite 200, Allegan, MI 49010

Environmental Health Division 269-673-5415

FAX: 269-673-4172

alleganeh@allegancounty.org

REQUEST FOR ACCESS TO ENVIRONMENTAL HEALTH RECORDS

No access to *medical records* or *records being used for current legal action*

I, the undersigned, representing _____ request permission
(self, client or other)

to receive or examine the official Allegan County records *related to the following location:*

Street Address: _____

City: _____

Township: _____

Please specify *what exact records* are being requested and for *what specific purpose:*

PLEASE SPECIFY HOW YOU WOULD LIKE ACCESS TO THE RECORDS REQUESTED:

_____ Pick up on date _____

_____ View on date _____

_____ Email to _____

_____ Fax to _____

_____ Mail to _____

Phone contact of requestor _____

Signature: _____

NOTICE: DAMAGING, REMOVING OR MUTILATING HEALTH DEPARTMENT RECORDS IS A VIOLATION OF LAW

****THIS DEPARTMENT WILL PROCESS THE REQUEST
WITHIN FIVE(5) BUSINESS DAYS****