

Right – to – Know Law Request Form

*Please read carefully. Complete this form and retain a copy of* ***both*** *pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at* <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

*Please type or write legibly*

Date Request Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Making Request**

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send response via (circle one): US Mail Email

*If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency.*

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 **By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.**

***Form continues on Page 2. Retain a copy of both pages***

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**Records Requested:** Provide *as much detail as possible, including subject matter, time frames, and type of records sought. Right-to-Know requests must seek records, not ask questions. Use additional pages if necessary.*

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***Form continues on page 2. Retain a copy of both pages.***

**Do You Want Copies?:** 🞏 Yes, Printed  🞏 Yes, electronic

 🞏 No, in-person inspection

*Records will be provided in the medium requested if they exist in that medium; otherwise they shall be provided in the medium in which they exist. Your request may require payment or prepayment of fees. View the Official RTKL Fee Schedule for more details.*

**I understand that my request may incur fees. Notify me before further processing if fees will be more than**  🞏 **$ 100.00 or** 🞏 **$ \_\_\_\_\_\_\_\_\_\_\_ .**

*Do you want certified copies?* 🞏 *Yes (May be subject to additional costs*  🞏 *No*

**ITEMS BELOW THIS LINE FOR TOWNSHIP USE ONLY**

Tracking \_\_\_\_\_\_\_\_ Date Received \_\_\_\_\_\_\_\_ Response Date (5 business days \_\_\_\_\_\_

30-Day Extension 🞏 Yes 🞏 No If YES, final due date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request was: 🞏 Granted 🞏 Partially Granted & Denied 🞏 Denied

Cost to Requester $ \_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Appropriate third parties notified and given an opportunity to object to the release of requested records.

**Retain a copy of both pages of this Form**

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