



Right-to-Know Request Form

Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of all 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.

Date Request Submitted:

Date

Full Name *

First Name

Last Name

Company Name (if applicable)

Please send response via: *

E-Mail

Mail

Fax

Email *

example@example.com

Mailing Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Phone Number *

Area Code

Phone Number

Fax Number

Area Code

Phone Number

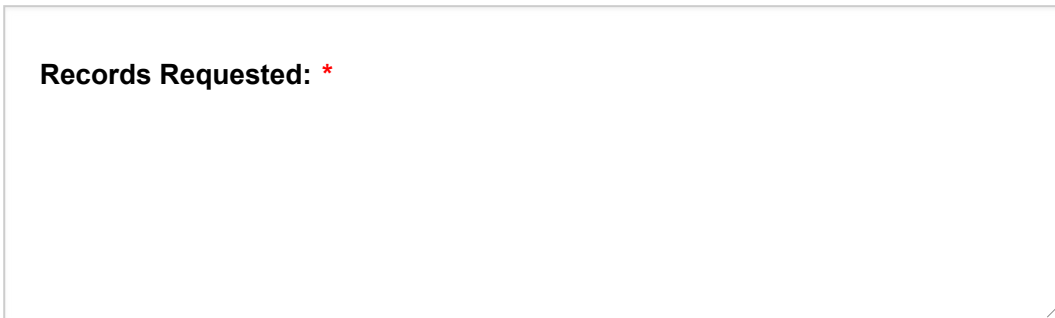
How do you prefer to be contacted if the agency has questions? *

- Telephone
- E-Mail
- Fax

- 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.

RECORDS REQUESTED: Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.

Records Requested: *



Provide as much specific detail as possible so the Township can identify the records

- Do you want copies ***
- Yes (printed)
 - Yes (electronic)
 - No (in-person inspection)

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees.

I understand that my request may incur fees. Notify me before further processing if fees will be more than \$100

Do you want Certified Copies of the Record(s). Additional fees apply. * Yes (will be subject to additional costs) No

* Indicates a Required Field

Anonymous verbal or written requests will not be accepted. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing (Section 702). Written requests need not include an explanation why information is sought or the intended use of the information, unless otherwise required by law (Section 703). You will receive an email confirmation within 72 hours of your request if you have provided your email address. Fees apply for paper copies per the Amity Township fee schedule. Questions may be directed to our Right-to-Know Officer at (610) 953-0017.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response 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.