



Standard Right-to-Know Law Request Form

Retain a copy of this request; it is needed if you decided to file an appeal. You have 15 business days to appeal if a request is denied or deemed denied by an agency. Additional information: <https://www.openrecords.pa.gov>

Date of Request: _____ Submitted via: Email U.S. Mail Fax In Person

REQUESTER (YOUR) INFORMATION:

Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

AGENCY INFORMATION:

Submitted to (Name of Agency Open Records Officer): _____

Agency Name: _____

Agency Email and/or Postal Address: _____

RECORDS REQUESTED: Provide as much detail as possible. Use additional sheets if necessary. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.

Do you want copies? Yes, electronic copies preferred

Yes, printed copies preferred

No, in-person inspection of records preferred

Do you want certified copies? Yes (may be subject to additional costs) No

Do you want advance notice of any fees before they are incurred? Yes No

Prepayment of fees may be required in certain circumstances.

How do you prefer to be contacted if the agency has questions? Email U.S. Mail Telephone

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Date Received: _____ Response Due (within 5 business days): _____

30-Day Extension Invoked? Yes No If Yes, Final Due Date: _____

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

NOTE: In most cases, a completed RTKL request form is a public record.

Form updated [DATE]