

Standard Right-to-Know Law Request Form

*Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have **15 business days** to appeal after a request is denied or deemed denied.*

Date of Request: _____

Name: _____

Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____

How do you prefer to be contacted if we have questions? Telephone Email

RECORDS REQUESTED: Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. **RTKL requests should seek records, not ask questions.** Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.

Property/location you are inquiring about: _____

Details: _____

DO YOU WANT COPIES?

- Yes, electronic copies preferred if available
- Yes, printed copies preferred (*printing fees may apply*)
- No, in-person inspection of records preferred (may request copies later)

RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details. Please notify me if fees associated with this request will be more than \$100 (or) \$_____