



## **“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.***

DATE OF INITIAL REQUEST: \_\_\_\_\_

**PERSON MAKING REQUEST:**

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

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

Please send response via:  Email  U.S. Mail

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: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

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



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. No anonymous requests will be granted.

**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.*

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. 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 (or)  \$\_\_\_\_\_.

Do you want certified copies?  Yes (Additional Costs Apply)  No

Requester Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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CCCD Use Only:

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.

Agency Open Record Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

