

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.

| SUBMITTED TO AGENCY | NAME: | | | | | (Attn: AORO) |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------|---------------------|-----------------|-----------|-----------------|
| Date of Request: | | Submitted via: | □ Email | □ U.S. Mail | ☐ Fax | ☐ In Person |
| PERSON MAKING REQUE | ST: | | | | | |
| Name: | Company (if applicable): | | | | | |
| Mailing Address: | | | | | | |
| City: | State: | Zip: | Email: | | | |
| Telephone: | | Fax | : | | | |
| How do you prefer to be co | ontacted if the a | gency has questions | s? 🗆 Telep | ohone 🗆 Ema | ail 🗆 U.: | S. Mail |
| RECORDS REQUESTED: In matter, time frame, and type records, not ask questions. Records unless otherwise requ | e of record or par equesters are not | rty names. Use additio | nal sheets i | f necessary. RT | KL reque | sts should seek |
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| | | | | | | |
| DO YOU WANT COPIES? | ☐ Yes, electron | | | | | |
| | • | on inspection of reco | - | | est copie | es later) |
| Do you want <u>certified copi</u> RTKL requests may require Please notify me if fees a | payment or pre | payment of fees. See | the <u>Official</u> | RTKL Fee Sch | - | |
| | | W THIS LINE FOR A | | | | |
| Tracking: | _ Date Received | d: | Response I | Due (5 bus. da | ys): | |
| 30-Day Ext.? □ Yes □ No | (If Yes, Final Du | e Date: |) Actua | al Response D | ate: | |
| Request was: ☐ Granted | ☐ Partially Gra | anted & Denied 🛭 I | Denied Co | st to Requeste | er: \$ | |
| ☐ Appropriate third parti | es notified and | given an opportunit | y to object | to the release | of reque | ested records. |