

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 AGEN	-						
Date of Request:							
PERSON MAKING REQ	UEST:						
Name:	Company (if applicable):						
Mailing Address:							
City:	State:	Zip:	Email:				
Telephone:		Fax	:				
How do you prefer to be	e contacted if the	agency has questions	s? 🗆 Telep	ohone 🗆 Ema	ail 🗆 U.	S. Mail	
RECORDS REQUESTEI matter, time frame, and t records, not ask questions. records unless otherwise re	type of record or pa . Requesters are not equired by law.	erty names. Use additio	onal sheets ij hy the record	f necessary. RT ls are sought o	KL reque r the inte	sts should seek nded use of the	
DO YOU WANT COPIES	S? □ Yes, electro □ Yes, printed		if available	2			
Do you want <u>certified c</u> <i>RTKL requests may requ</i> Please notify me if fee	opies?	ay be subject to additi epayment of fees. See	ional costs) the <u>Official</u>	□ No RTKL Fee Sch	<u>edule</u> for	r more details.	
	ITEMS BELO	W THIS LINE FOR A	GENCY US	E ONLY			
Tracking:	Date Receive	d:	Response I)ue (5 bus. da	ys):		
30-Day Ext.? □ Yes □ I	No (If Yes, Final Di	ue Date:) Actua	al Response D	ate:		
Request was: 🗆 Grante	ed 🛛 Partially Gr	anted & Denied 🛛 I	Denied Co	st to Requeste	er: \$		
□ Appropriate third pa	arties notified and	given an opportunit	y to object	to the release	of reque	ested records.	
NOTE: In most cases, a	completed RTKL re	equest form is a public	c record.		Form upda	ted Nov. 27, 2018	