

Standard Right-to-Know Law Request Form

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

SUBMITTED TO AGENCY	YNAME:	, , , , , , , , , , , , , , , , , , , ,				(Attn: AORO)
Date of Request:						
PERSON MAKING REQU						
Name:		Company (ii	fapplicable	e):		
Mailing Address:						
City:						
Telephone:						
How do you prefer to be o						
are not required to explain w Use additional pages if neces	-	e sought or the intended	d use of the r	ecords unless o	therwise r	required by law.
DO YOU WANT COPIES?	□ Yes, electro	onic copies preferred	if available	<u>j</u>		
Do you want <u>certified cop</u> <i>RTKL requests may requir</i> Please notify me if fees	pies? □ Yes (mo re payment or pr	repayment of fees. See	ional costs) the <u>Official</u>	□ No RTKL Fee Sch	<u>nedule</u> for	r more details.
		OW THIS LINE FOR A			μ. 	
Tracking:					vs).	
30-Day Ext.? □ Yes □ No						
Request was: □ Granted						
□ Appropriate third part	ies notified and	l given an opportunit	y to object	to the release	of reque	ested records.
NOTE: In most cases, a co		• • • •			-	ated Feb. 3, 2020