

## 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 AGE	-	-					
Date of Request:							
PERSON MAKING RE			. 🗆 Einan				
	•	Constant (	C P h l.	<b>`</b>			
Name: Company (if applicable):							
Mailing Address:							
City:	State:	Zip:	_ Email:				
Telephone:	Fax:						
How do you prefer to	pe contacted if the age	ency has question	s? 🗆 Telep	ohone 🗆 Ema	ail 🗆 U.	S. Mail	
RECORDS REQUESTE matter, time frame, and records, not ask question records unless otherwise	type of record or party s. Requesters are not rec	names. Use additi	onal sheets ij	f necessary. RT	TKL reque	ests should seek	
DO YOU WANT COPII		c copies preferred					
Do you want <u>certified</u> RTKL requests may req <b>Please notify me if fe</b>	uire payment or prepa	be subject to addit ayment of fees. See	ional costs) the <u>Official</u>	□ No RTKL Fee Sch	<u>nedule</u> for	r more details.	
		THIS LINE FOR A					
Tracking:	Date Received:		Response I	Due (5 bus. da	ys):		
30-Day Ext.? □ Yes □							
Request was:  Grant			-	-			
□ Appropriate third p	-			_			
NOTE: In most cases		••			-	ited Nov 27 2018	

Form updated Nov. 27, 2018