



One Evergreen Drive
PO Box 100
Trumbauersville, PA 18970
Tel: 215-536-1761 Fax: 215-536-1339
www.trumbauersville.org

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____ REQUEST # _____

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (optional): _____

RECORDS REQUESTED: *Provide as much specific detail as possible so the agency can identify the information.

DO YOU WANT COPIES? YES/NO

DO YOU WANT TO INSPECT THE RECORDS? YES/NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES/NO

RIGHT TO KNOW OFFICER: _____

DATE RECEIVED BY THE AGENCY: _____

AGENCY FIVE (5) DAY RESPONSE DUE: _____

****Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing (Section 702). Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law (Section 703).**