

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	ngency 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	onal sheets i	f necessary. RT	KL reque	sts should seek
DO YOU WANT COPIES?	☐ Yes, printed	copies preferred				
Do you want <u>certified copi</u>	· •	on inspection of reco	-		est copie	s later)
RTKL requests may require Please notify me if fees a	payment or pre	epayment of fees. See	the <u>Official</u>	RTKL Fee Sch	_	
	ITEMS BELOV	W THIS LINE FOR A	GENCY US	E ONLY		
Tracking:	_ Date Received	d:	Response I	Due (5 bus. da	ys):	
30-Day Ext.? ☐ Yes ☐ No	(If Yes, Final Du	ıe 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.