



## RIGHT-TO-KNOW REQUEST FORM

**DATE REQUESTED:** \_\_\_\_\_

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

**NAME OF REQUESTOR (Optional)\*:** \_\_\_\_\_

**REQUESTOR'S STREET ADDRESS (Optional):** \_\_\_\_\_

**CITY/STATE/ZIP/COUNTY (Required):** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_

**Email Address (Optional):** \_\_\_\_\_

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the agency can identify the information.*

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I certify that I am a legal resident of the United States

\_\_\_\_\_  
Signature of Requester

This request may be submitted in person, by mail or by facsimile to:  
Right-to-Know Officer, Hatfield Township, 1950 School Road, Hatfield, PA 19440-1992.

**DO YOU WANT COPIES?** YES or NO

**DO YOU WANT TO INSPECT THE RECORDS?** YES or NO

**DO YOU WANT CERTIFIED COPIES OF RECORDS?** YES or NO

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**RIGHT TO KNOW OFFICER ADMIN:** Assistant Township Manager  
**RIGHT TO KNOW OFFICER POLICE:** Admin. Lt., Hatfield Township Police Dept.

**DATE RECEIVED BY HATFIELD TOWNSHIP:** \_\_\_\_\_

**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.)*

**FEES**

<b>COPIES PER PAGE:</b>	<b>\$0.25</b>
<b>COPIES OF OVERSIZE PLANS PER PAGE</b>	<b>\$10.00</b>
<b>POLICE REPORTS:</b>	<b>\$15.00</b>
<b>FIRE MARSHAL BASIC REPORT:</b>	<b>\$15.00</b>
<b>FIRE MARSHAL INVESTIGATION REPORT</b>	<b>\$75.00</b>
<b>BOARD OF COMMISSIONERS MEETING DVD</b>	<b>\$10.00</b>