

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 concerned to the	Be clear and cond of record or par questers are not	cise. Provide as much rty names. Use additio	specific deto nal sheets i	ail as possible, f necessary. RT	ideally in KL reque	cluding subject sts should seek
Do you want certified copin RTKL requests may require Please notify me if fees a	☐ Yes, printed ☐ No, in-perso es? ☐ Yes (may payment or pre ssociated with	copies preferred on inspection of recopy be subject to addition of fees. See a this request will be	ords preferr onal costs) the <u>Official</u> oe more tha	red (<i>may requ</i> □ No <u> RTKL Fee Sch</u> an □ \$100 (<u>.</u> nedule for	r more details.
	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	ie Date:) Actua	al Response D	ate:	
Request was: \square Granted	☐ Partially Gra	anted & Denied 🛭 I	Denied Co	st to Requesto	er: \$	
☐ Appropriate third partic	es notified and {	given an opportunit	y to object	to the release	of reque	ested records.