



# LOWER ALLEN TOWNSHIP

2233 Gettysburg Road ~ Camp Hill ~ Pennsylvania ~ 17011  
(717) 975-7575 Fax (717) 737-4182 [www.latwp.org](http://www.latwp.org)

## RIGHT-TO-KNOW REQUEST FORM

*Please print/write legibly*

**Date Requested:**

\_\_\_\_\_

**Request Submitted by:**

\_\_\_\_\_ IN-PERSON \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_ US MAIL

**Name of Requestor:**

\_\_\_\_\_

**Street Address:** *Required*

\_\_\_\_\_

**City/State/County:** *Required*

\_\_\_\_\_

**Telephone** *(Optional):*

\_\_\_\_\_

**Email Address:**

\_\_\_\_\_

**Instructions for delivery:**

\_\_\_\_\_ Pickup \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_ Mail

**Specific Record Number:**

\_\_\_\_\_

### Records Requested:

*Provide as much specific detail as possible so the agency can identify the information requested:*

\_\_\_\_\_

**Do you want copies of records?**

**YES**

**NO**

**Do you want to inspect the records (on site)?**

**YES**

**NO**

**Do you require Certified Copies of records?**

**YES**

**NO**

*Township use only:*

Date Received:

Date Due:

Staff Completed:

Returned to RTK officer:

Request #:

Additional Comments:

*Public bodies may fill anonymous, verbal or written requests. If the requester 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).*