

**RECORD/INFORMATION/RIGHT TO KNOW/REQUEST FORM**

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Routed To: \_\_\_\_\_  
Five (5) Day Response Due: \_\_\_\_\_

DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF RECORD/INFORMATION (For more space, continue on back)

IF KNOWN, WHAT DEPARTMENT DOES THE RECORD RESIDE?: TWP. ADMIN  ZONING/INSPECTION  PARK-N-REC  PUBLIC WORKS  POLICE

FOR POLICE RECORDS: TYPE OF POLICE RECORD REQUESTED: INCIDENT  ACCIDENT  STATISTICS  OTHER (describe above)   
DATE OF INCIDENT: \_\_\_\_\_ INCIDENT # IF KNOWN: \_\_\_\_\_ NAME(S) INVOLVED IN INCIDENT: \_\_\_\_\_

DO YOU WANT COPIES? YES or NO

NOTE: Some Pennsylvania Statutes set fees for documents other than the fees prescribed in Right-To-Know Act

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

INSTRUCTIONS: PICK-UP FAX MAIL EMAIL

SIGNATURE: \_\_\_\_\_

For Office Use Only:

DATE REQUEST FULFILLED \_\_\_\_\_

INITIALS OF STAFF MEMBER \_\_\_\_\_

Copies \_\_\_\_\_ Postage \_\_\_\_\_

Pennsylvania Title 75 sets the fee for the Pennsylvania AA-500 reportable accident report at: **\$ 15.00**

TOTAL COST \_\_\_\_\_

DATE INFORMATION: Picked Up \_\_\_\_\_ Faxed \_\_\_\_\_ Mailed \_\_\_\_\_ E-Mailed \_\_\_\_\_

RIGHT TO KNOW OFFICER: **TERRY FEDORCHAK, TOWNSHIP MANAGER**