



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. 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:	nme: Company (if applicable):						
Mailing Address:							
City:	State:	Zip:	Email:				
Telephone:		Fax:	:				
How do you prefer to be concerned to be concerned to the concerned to the concerned to explain who are not required to explain who are additional pages if necessions.	Be clear and cond of record or party by the records are	cise. Provide as much y names. RTKL request	specific deta s should see	ail as possible, k records, not c	ideally in isk questi	cluding subject ons. Requesters	
DO YOU WANT COPIES?	☐ Yes, electron	copies (default if no nic copies preferred on inspection of reco	if available	<u>, </u>	est conie	es later)	
Do you want <u>certified copie</u> RTKL requests may require Please notify me if fees a	es? □ Yes (may payment or pre	y be subject to additi epayment of fees. See	onal costs) the <u>Official</u>	□ No RTKL Fee Sch	<u>ledule</u> for	r more details.	
	ITEMS BELOV	W THIS LINE FOR A	GENCY US	E ONLY			
Tracking:	_ Date Received	d:1	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 Request	er: \$		
☐ Appropriate third partic	es notified and g	given an opportunit	y to object	to the release	of reque	ested records.	