

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:	Company (if applicable):					
Mailing Address:						
City:	State:	Zip:	Email:			
Telephone:		Fax	K:			
How do you prefer to be c	ontacted if the a	agency has question	s? 🗆 Telep	phone 🗆 Ema	ail 🗆 U.	S. Mail
RECORDS REQUESTED: matter, time frame, and type are not required to explain wi Use additional pages if necess	of record or part hy the records are	y names. RTKL reques	ts should see	k records, not a	ask questi	ons. Requesters
DO YOU WANT COPIES?	□ Yes, electro	l copies (<i>default if n</i> nic copies preferred on inspection of rec	l if available	e	lest copie	es later)
Do you want <u>certified cop</u> <i>RTKL requests may require</i> Please notify me if fees a	ies? □ Yes (ma e payment or pre	y be subject to addit epayment of fees. See	tional costs) the <u>Officia</u>	□ No RTKL Fee Scl	<u>hedule</u> fo	r more details.
	ITEMS BELO	W THIS LINE FOR A	AGENCY US	E ONLY		
Tracking:	_ Date Receive	d:	Response I	Due (5 bus. da	ays):	
30-Day Ext.? 🗆 Yes 🗆 No	(If Yes, Final Du	ue Date:) Actu	al Response I	Date:	
Request was: 🗆 Granted	Partially Gr	anted & Denied 🛛	Denied Co	st to Request	er: \$	
□ Appropriate third parti	ies notified and	given an opportuni	ty to object	to the release	e of requ	ested records.
NOTE: In most cases, a con More information about the				.gov	Form upo	lated Feb. 3, 2020