

Standard Right-to-Know Law Request Form

*Please read carefully. Complete this form and retain a copy of* ***both*** *pages; this copy may be required if* an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at [https://www.openrecords.pa.gov.](https://www.openrecords.pa.gov/) *In most cases, a* completed RTKL request form is a public record.

**SUBMITTED TO AGENCY NAME**: (Attn: AORO)

# Date Request Submitted: Submitted via: □ Email □ U.S. Mail □ Fax □ In Person

**PERSON MAKING REQUEST:**

# Full Name: Company (if applicable): Please send response via: □ Email □ U.S. Mail

*If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.*

# Email: Mailing Address: City: State: Zip: Telephone: How do you prefer to be contacted if the agency has questions? □ Telephone □ Email □ U.S. Mail

□ **By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. *I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.***

**RECORDS REQUESTED:** *Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.*

***Form continues on page 2. Retain a copy of both pages.***

**RECORDS REQUESTED (continued):**

**DO YOU WANT COPIES?** □ Yes, printed □ Yes, electronic □ No, in-person inspection

*Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall* be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the [Official RTKL Fee Schedule](https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm) for more details.

**I understand that my request may incur fees. Notify me before further processing if fees will be more than** □ **$100 (or)** □ **$ \_.**

Do you want [certified copies](https://www.openrecords.pa.gov/Documents/RTKL/FormCertification.pdf)? □ Yes (*may be subject to additional costs*) □ No

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

Tracking: Date Received: Response Due (5 bus. days): 30-Day Ext.? □ Yes □ No (If Yes, Final Due Date: ) Actual Response Date: Request was: □ Granted □ Partially Granted & Denied □ Denied Cost to Requester:

$

□ Appropriate third parties notified and given an opportunity to object to the release of requested records.

***Retain a copy of both pages of this Form.***