

OFFICE LOCATION:  
110 BELL TAVERN ROAD  
PHONE: 610-269-1989  
FAX: 610-269-9183

MAILING ADDRESS:  
110 BELL TAVERN ROAD  
DOWNINGTOWN, PA 19335



OFFICE OF OPEN RECORDS  
RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY:      E-MAIL      U.S. MAIL      FAX      IN-PERSON \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

STREET ADDRESS : \_\_\_\_\_

CITY/STATE/COUNTY (Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_

RECORDS REQUESTED: *(Provide as much specific detail as possible. Use back if necessary.)*

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: BONNIE T LUCY

DATE RECEIVED BY THE TOWNSHIP: \_\_\_\_\_

TOWNSHIP FIVE (5)-DAY RESPONSE DUE: \_\_\_\_\_

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor 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.)*

