



Standard Right-to-Know Request Form

Date Requested: _____ **Documents Return Date:** _____
5 Days after request Date

Request Submitted via: **Email** **U.S. Mail** **In-person**

Name of Requestor: _____

Company/Entity name: _____

Street Address: _____

City, State, Zip Code: _____

Telephone: _____

Email: _____

Records Requested: (provide as much specific detail as possible so the agency can identify the information)

Do you want copies? **Yes** **No**

Do you want to inspect the records? **Yes** **No**

Do you want a certified copy of the records? **Yes** **No**

(*Official Use Only*)

Right to Know officer: _____

Date Received: _____

Agency 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)