

# WEST PENN TOWNSHIP

## Right to Know Officer

27 Municipal Road, New Ringgold, PA 17960

Township Office (570) 386-4507 Fax (570) 386-5851

Office Hours: 9:00 A.M.-4:00 P.M. Monday – Wednesday

Thursday 9:00 A.M. – 12:00 P.M. Friday - Closed

### RIGHT-TO-KNOW REQUEST FORM

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

REQUEST SUBMITTED BY: EMAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTER: \_\_\_\_\_

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

MUNICIPALITY/COUNTY/STATE (Required): WEST PENN TOWNSHIP,  
SCHUYLKILL CO, PA

TELEPHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

#### RECORDS REQUESTED:

\*Provide as much specific detail as possible so the agency can identify the information requested.

DO YOU WANT COPIES @ .25 PER COPY? YES OR NO

DO YOU WANT TO INSPECT THE RECORDS? YES OR NO

RIGHT-TO-KNOW-OFFICER

Katie Orlick

SIGNATURE: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ FIVE DAY RESPONSE DUE: \_\_\_\_\_

RECEIVED BY REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_