

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: _____