

# RIGHT-TO-KNOW REQUEST FORM

**TINICUM TOWNSHIP**  
 163 MUNICIPAL ROAD  
 PIPERSVILLE, PA 18947  
 PHONE: 610-294-9154 FAX: 9889  
 EMAIL: RTK@tinicumbucks.org  
 HOURS: M, T, TH, F 9-5 & W 9-NOON



PERSON MAKING REQUEST			
Date of Request:	Request Submitted by: <input type="checkbox"/> Email <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Fax <input type="checkbox"/> In-Person		
Your Name:	Company (if applicable):		
Your Mailing Address:			
City:	State:	Zip:	
Phone:	Email:		

RECORDS REQUESTED
<p><i>Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. If requesting property files please provide address and or parcel number. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.</i></p> <p><b>Right-To-Know requests that request opinions and/or zoning questions will not be accepted.</b></p>

Do you want to inspect the records in person? (You may request copies at that time)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you want copies? (Cost per page: 25¢ black & white / 50¢ color for 8.5" x 11" or 8.5" x 14")	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you want certified copies of records? (\$5 per record plus notarization fees)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Information concerning copies:</i>		
<ul style="list-style-type: none"> <li>No electronic copies are available, but you are welcome to bring your cell phone and take pictures of documents in the file.</li> <li>Copies can be made up to 11" x 17". Larger plan documents must be sent out and the applicable actual fees will be charged.</li> <li>If mailed, cost of first class postage will be included.</li> <li>Fees must be paid in advance by check made out to "Tinicum Township" or in cash. No credit cards accepted.</li> </ul>		

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.

FOR OFFICE USE ONLY	
Date Request Received:	Response Due (5 bus. days):
30-Day Extension <input type="checkbox"/> Yes <input type="checkbox"/> No	30-Day Extension Due Date:
Date Requester Reviewed:	Date Request Expired (90 days):
Request was: <input type="checkbox"/> Granted <input type="checkbox"/> Partially Granted & Denied <input type="checkbox"/> Denied	Cost to Requester: \$
<input type="checkbox"/> Appropriate third parties notified and given an opportunity to object to the release of requested records.	
Notes:	

**Note:**

- In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at <https://www.openrecords.pa.gov>
- Tinicum Township reserves the right to deny an anonymous request.
- Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.