



# Township of Upper Moreland

Montgomery County, Pennsylvania

117 Park Avenue, Willow Grove, PA 19090

Telephone: (215) 659-3100 / Fax: (215) 659-7363

Police Department Fax: (215) 659-1603

## RIGHT-TO-KNOW LAW REQUEST FORM

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 fifteen (15) business days to appeal after a request is denied or deemed denied.

Date of Request: \_\_\_\_\_ Submitted via:  Email  U.S. Mail  Fax  In-Person

### PERSON MAKING REQUEST

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Street Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**RECORDS REQUESTED:** Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame and type of record or party names. 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you request:  Copies of 8½ x 11 size page (25¢ per page/35¢ per page for color copies) (cost will vary dependent on size – plot plans, maps, etc.)  
 In-person inspection of records preferred (may request copies later)

Do you want certified copies?  Yes (subject to additional cost)  No

Upper Moreland Township's RTKL requests require prepayment of fees. If copies are requested, the fees associated with the cost of copies will be included in the Township's response. Electronic copies of requested information will not be provided.

Please notify me prior to making copies if fees associated with this request will be:

more than \$100 **OR**  more than \$ \_\_\_\_\_

#### FOR OFFICIAL USE ONLY

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Action Taken:  Information is available on-line/website  Approved  Denied  30-Day Extension

Date Response Sent to Requestor: \_\_\_\_\_

**NOTE:** In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at [www.openrecords.pa.gov](http://www.openrecords.pa.gov)