

BOROUGH OF HELLERTOWN

685 Main St., Hellertown PA 18055

Phone: 610-838-7041 Fax: 610-838-0500

RIGHT TO KNOW REQUEST FORM

PLEASE PRINT LEGIBLY AND FILL OUT FORM COMPLETELY

DATE REQUESTED:

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

REQUEST SUBMITTED TO:

NAME OF REQUESTER:

ADDRESS: (Required):

CITY: (Required)

STATE:(Required)

ZIP: (Required)

TELEPHONE:

EMAIL:

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT THE RECORDS ON SITE? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? (Certification fee may apply) YES NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

Signature :

Date:

FOR BOROUGH USE ONLY

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS 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*

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www.hellertownborough.org

RIGHT TO KNOW

Procedure For Processing Requests for Information

1. A written request for copies of public records must be submitted by the applicant on the Right to Know Request form.
2. The written request must be stamped with a date and time of receipt by the Borough.
3. The request should be entered into a log indicating the date/time of the request.
4. Fee's for providing copies;
 - A. Single page, B&W copies \$0.25/single side
 - B. Certification of record \$5.00
 - C. Specialized documents, Actual Cost
Example: Blueprints, color copies, non-standard size documents
 - D. Conversion to paper from electronic fire or Non-paper media Actual cost or \$0.25/single side
 - E. Postage Fees Actual Cost
5. Once the request is fulfilled and prepared for release, the requester must pay the cost of records prior to releasing the records.

If the fees are expected to exceed \$100, a prepayment of the estimated cost is required

6. A subsequent notation of the date when the Borough responded, the method of response (for example mailed faces or hand delivered and the fee assessed for copying and mailing, if any).

For Official Use Only

Date of Response:

Method of Response: **E-MAIL** **U.S. MAIL** **FAX** **IN-PERSON**

Fee: **A. Single sided B&W Copies #** **at \$0.25/single side =\$**
B. Certification of Record = \$5.00 **= \$ 5.00**
C. Specialized Documents **=\$**
D. Conversion to paper # **at \$0.25/single side =\$**
E. Postage Fees **=\$**

Total=\$

Payment Method

Cash

Check #

Mail CK

Completed Right to Know Request

Signature of Staff:

Date: