



RIGHT TO KNOW REQUEST FORM

105 Government Center Way
Pocono Pines, PA 18350
Phone: 570-646-1212
Fax: 570-646-9025
www.tobyhannatownship.pa.gov
rtk@tobyhannatownship.pa.gov

Date Requested: _____

Request Submitted by: Email U.S. Mail Fax In Person

Name of Requester: _____ Company: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____ Fax: _____

RECORDS REQUESTED: PLEASE PROVIDE AS MUCH SPECIFIC DETAIL AS POSSIBLE.

THIS FORM SHOULD BE USED TO REQUEST RECORDS, NOT ASK QUESTIONS.

Do you want copies?* Yes No If yes, what kind? Digital Paper

Do you want to inspect the records? Yes No

Do you want certified copies of the records?* Yes No

*Paper and certified copies are subject to the fees defined by the township's Fee Schedule.

DO NOT WRITE BELOW THIS LINE—FOR TOWNSHIP USE ONLY

Request No.: _____ Date Received: _____ Response Due (5 Bus. Days) : _____

Thirty Day Extension?: _____ If Yes, New Due Date: _____ Cost to Requestor: \$ _____

Request was: Granted: ___ Partially Granted & Denied: ___ Denied: ___ Misdirected: ___

Completed By: _____ Date Request Completed: _____