



HILLTOWN TOWNSHIP POLICE

13 West Creamery Road • P.O. Box 260 • Hilltown, PA 18927
Office (215) 453-6000 • Dispatch (215) 453-6011 • Fax (215) 453-6062

Standard Right-To-Know Law Request Form

Please read carefully. Complete this form and retain a copy of **both** pages for your records; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL Request form is a public record.

Date Request Submitted: _____

Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Full Name: _____

Mailing Address: _____

Company (If Applicable): _____

Please Send Response Via: Email U.S. Mail Fax In Person Pick Up

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

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.

RECORDS REQUESTED: Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL Requests must seek records, not ask questions. Use additional pages if necessary.

(Form Continues on Page 2. Retain a Copy of **Both** Pages of This Form.)

RECORDS REQUESTED (continued):

REASON FOR REQUEST: (Optional): _____

DO YOU WANT COPIES? Yes, Printed Yes, Electronic No, In-Person Inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the [Official RTKL Fee Schedule](#) for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than \$100 (or) \$ _____ .

Do you want [Certified Copies](#)? Yes (May be Subject to Additional Costs) No

FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied

Cost to Requester: \$ _____ Paid: _____

Appropriate third parties notified and given an opportunity to object to the release of requested records.
Note: Anonymous requests for information may be granted, however, if a requestor wishes to pursue relief and remedies provided by this Act (Act 3 of 2008), the request must be in writing (Section 702). Written requests do not need to provide the purpose for which the information is sought or its intended use unless otherwise provided by law (Section 703).