



OPEN RECORDS REQUEST FORM

Date Requested:

Request submitted by: e-mail US Mail Fax In-person

NAME OF REQUESTER: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY: _____

TELEPHONE: _____

RECORDS REQUESTED:

*Provide as much specific detail as possible so the agency can identify the information.

DO YOU WANT TO PURCHASE COPIES OF THE RECORDS OR INSPECT THEM IN THE OFFICE? _____

*Copies required to review Police Dept. Records

DO YOU WANT CERTIFIED COPIES? Yes No

DO YOU WANT TO PICK UP THE RECORDS OR HAVE THEM MAILED? _____

DATE RECEIVED BY THE TOWNSHIP: FEE: \$

RIGHT TO KNOW OFFICER: Jamie Yiengst

If the requestor wishes to pursue the relief and remedies provided for in Act 3, the request must be in writing. (Section 702.)

****Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)**