

# Standard Right to Know Request Form

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Date Requested

Request Submitted By

- E-mail
- U.S. Mail
- Fax
- In-Person

Name of Requestor

Street Address

City (Required)

State (Required)

Country (Required)

Phone (Optional) \*

Records Requested

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

Do You Want Copies?

- Yes
- No

Do You Want To Inspect the Records?

- Yes
- No

Do You Want Certified Copies of the Records?

- Yes
- No

Right To Know Officer

Date Received By the Agency

Agency Five (5) Day Response Due

*\*\*Public bodies may file 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 why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*