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RTKL request tracking # Official Use Only (date stamp)

RIGHT-TO-KNOW LAW REQUEST FORM
Borough of Bloomfield
Right-to-Know Officer
P.O.Box 144
New Bloomfield, Pa. 17068

Name of Requester _____
(*please print*) *Last* *First* *MI*

Signature _____ **Date** _____

Mailing Address _____
Street/P.O.Box

_____
City *State* *Zip Code*

Telephone Number _____ **FAX number** _____
Optional *Optional*

Please identify each of the documents that are subject to this request. You must identify with sufficient specificity that we may determine whether these documents are available and how to locate them.

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Please check one of the following items:

____ I am only requesting physical access to the documents identified above.

____ I am only requesting paper copies of the documents identified above.

____ I am requesting both access and paper copies of the documents identified above.

Note: The requester is responsible for paying any applicable processing costs. Pre-payment will be required if expected compliance costs exceed $100. Bloomfield Borough charges $.25 per page plus any applicable costs for postage, certification, redaction, formatting, or other costs necessary to process the requested documents. Request delivery shall be made in person or mailed to the address above. No other delivery means will be acceptable. The RTKL officer will respond within 5 business days of the receipt of the request. A 30 day extension will be applied if the request requires extreme measures to find and process the documents.