

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

Date Requested _____

Request Submitted By: E-Mail U.S. Mail FAX In-Person
(check one)

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

Mailing Address _____
Street/P.O.Box

_____ *City* *State* *Zip Code*

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

Records Requested: *Please provide sufficient detail so this agency can easily identify the information. Please use additional sheets if necessary.*

Please check the following items which are applicable:

- ___ I am requesting physical access to the documents for inspection.
- ___ I am requesting paper copies of the documents identified above.
- ___ I am requesting certified copies of the documents identified above.

Note: The requester is responsible for paying any applicable processing costs. Bloomfield Borough charges \$.25 per page plus any applicable costs for postage, certification, redaction, formatting, or other costs necessary to process the requested documents. Pre-payment will be required if expected compliance costs exceed \$100 and/or if any previously accrued requests have not been paid in full. 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.