**Right-to-Know Law (RTKL) Request Form**

Email: rtk@scrantonpa.gov

Mailing Address: Right to Know Officer

 City of Scranton

 340 N. Washington Avenue

 Scranton, PA 18503

*Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.*

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**PERSON MAKING REQUEST:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you prefer to be contacted if the agency has questions? □ Telephone □ Email □ U.S. Mail

**RECORDS REQUESTED:** *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records, unless otherwise required by law. Use additional pages, if necessary.*

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*RTKL requests may require payment or prepayment of fees. See the* [*Official RTKL Fee Schedule*](https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm) *for more details.*

**Do you want copies?** □ Yes, printed copies

 □ Yes, electronic copies preferred, if available

 □ No, in-person inspection of records preferred (*may request copies later*)

**Do you want** [**certified copies**](https://www.openrecords.pa.gov/Documents/RTKL/FormCertification.pdf)**?** □ Yes (*may be subject to additional costs*)

□ No

**Do you want to be notified if fees associated with this request will exceed □ $100 (or) □ $\_\_\_\_\_\_\_\_\_\_\_\_.**

***NOTE:*** *In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at* [*https://www.openrecords.pa.gov*](https://www.openrecords.pa.gov)

**FOR DEPARTMENT 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: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Appropriate third parties notified and given an opportunity to object to the release of requested records.