



WHITEMARSH TOWNSHIP POLICE DEPARTMENT
RIGHT-TO-KNOW REQUEST FORM

Form with checkboxes for 'New Request' and 'Report Picked Up'

Request number: _____

Date of Request: _____ How submitted: E-MAIL U.S. MAIL FAX IN-PERSON

Requester's Name (Optional): _____

Street Address (Optional/ Unless Mail Delivery): _____

City/State/Zip (Optional/ Unless Mail Delivery): _____

Requester's Telephone/ FAX (optional): _____

* Records Requested: PLEASE NOTE: THE TOWNSHIP HAS 5 BUSINESS DAYS TO RESPOND TO YOUR REQUEST. You must identify or describe the records with sufficient specificity to enable this department to determine which records are being requested. Use additional sheets or reverse side if necessary. If the requestor wishes to pursue the relief and remedies provided for in the right-to-know law, the request must be in writing. This department is not required to and will not compile lists, prepare summaries, or create documents that do not exist.

Three horizontal lines for providing record details.

DO YOU WANT COPIES? (\$.25 per page - \$15.00 for Vehicle Accident Report) YES or NO
Accepted methods of payment: check, money order, or cash. *If paying in cash it must be exact change.
DO YOU WANT TO INSPECT THE RECORD? YES or NO / DATE INSPECTED: _____

RECEIPT OF RECORDS BY: MAIL / PICK UP / FAX/ E-MAIL

(Note: Records compiled in response to this request will not be released until payment is received)

Submit to: Open Records Officer, Whitemarsh Township Police Department 616 E. Germantown Pike
Lafayette Hill, PA 19444 (610) 825-6530

[For Township Use Only]

Action Taken:

Approved: Date: _____

Pick Up / Mailed
FAX/ E-mailed Date: _____

Denied: Date notice mailed: _____

Notification made by: _____

Additional review: Date notice sent: _____

Large empty rectangular box for notes or signatures.

RIGHT TO KNOW OFFICER (or designee) Approval: _____

Payment type: (cash) (check) Amount \$ _____ Date Received by Dispatch: _____ Received By: _____

Payment Received by Administrative Assistant: _____