



646 WEST RIDGE PIKE  LIMERICK, PENNSYLVANIA 19468
 ☎: (610) 495-6432 📠: (610) 495-0353
www.LimerickPA.org

Retain a copy of this request; it is needed if you decide to file an appeal. You have 15 business days to appeal if a request is denied or deemed denied by an agency. Additional information: <https://www.openrecords.pa.gov>

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE OF REQUEST: _____

REQUEST SUBMITTED VIA: E-MAIL U.S. MAIL FAX IN PERSON

NAME OF REQUESTOR: _____ **TELEPHONE:** _____

NAME OF COMPANY (of Requestor): _____

REQUESTOR'S STREET ADDRESS (Required): _____

REQUESTOR'S CITY/STATE/ZIP CODE (Required): _____

REQUESTOR'S EMAIL ADDRESS (Required): _____

RECORDS REQUESTED: * Provide as much specific detail as possible so the agency can identify the information.
 Please use additional sheets if necessary

<p>DO YOU WANT COPIES?</p> <p>_____ Yes, electronic copies preferred</p> <p>_____ Yes, printed copies preferred</p> <p>_____ No, in-person inspection of records preferred</p> <p>COPIES/SCANS may be subject to a fee. Please refer to the Township Fee Schedule at www.LimerickPA.org</p>
<p>DO YOU WANT CERTIFIED COPIES? YES or NO (may be subject to additional fees)</p>
<p>HOW DO YOU PREFER TO BE CONTACTED IF THE AGENCY HAS QUESTIONS:</p> <p>_____ Email _____ U.S. Mail _____ Telephone</p>

*Limerick Township may fulfill 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).

*****FOR AGENCY USE ONLY*****	
LIMERICK TOWNSHIP RIGHT TO KNOW OFFICER:	Daniel K. Kerr
RIGHT TO KNOW OFFICER'S EMAIL ADDRESS:	DKerr@LimerickPA.org & cc: MMancini@LimerickPA.org
DATE RECEIVED BY THE AGENCY:	_____
RESPONSE DUE WITHIN FIVE (5) BUSINESS DAYS:	_____
30-DAY EXTENSION INVOKED?	YES NO if Yes, Final Due Date: _____