



Daniel K. Kerr  
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646 West Ridge Pike, Limerick, PA 19468

[www.LimerickPA.org](http://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: \_\_\_\_\_

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

NAME OF REQUESTOR: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NAME OF COMPANY (of Requestor, if applicable): \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\*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:	<a href="mailto:RTK@LimerickPA.org">RTK@LimerickPA.org</a>
DATE RECEIVED BY THE AGENCY:	
RESPONSE DUE WITHIN FIVE (5) BUSINESS DAYS:	
30-DAY EXTENSION INVOKED?	NO                    YES                    if Yes, Final Due Date: _____