



Borough of Phoenixville  
140 Church Street  
Phoenixville, PA 19460  
Phone (610) 933-8801  
[www.phoenixville.org](http://www.phoenixville.org)

### Right-To-Know Request Form

Date Requested: \_\_\_\_\_

Request Submitted via:

- Email                       Fax
- US Mail                     In Person

Name of Requestor: \_\_\_\_\_

Requestor City/State/County (required): \_\_\_\_\_

Requestor Telephone (optional): \_\_\_\_\_

Records Requested:

(please provide SPECIFIC detail regarding exactly what information is being requested in order for staff to identify the information)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you want copies?:                       Yes                      No

Do you want to inspect the records?:                       Yes                      No

Do you want certified copies of the records?:                       Yes                      No

Copies mailed or readied for pick up?:                       Mail                      Pick Up

**OFFICE USE ONLY**

Date Received by the Agency: \_\_\_\_\_

Agency Due Date to Respond (5 days): \_\_\_\_\_

Right-To-Know Officer: \_\_\_\_\_

Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for under the Right-To-Know Act, the request must be in writing. Written requests need not include an explanation why the information is being sought or the intended use of the information unless otherwise required by law.