

# ERIE COUNTY RIGHT-TO-KNOW REQUEST FORM

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

Request submitted by\*:   E-mail   U.S. Mail   Fax   In-person

Name of requestor: \_\_\_\_\_

Street address: \_\_\_\_\_

City/State/County (Required): \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_

Records requested (Provide as much detail as possible so the County can identify the records you are requesting):

Do you wish to only inspect the records?

Do you also wish to obtain copies of the records (the fee is \$.25 per photocopy. A photocopy is either a single sided copy or one side of a double-sided black and white copy of a standard 8.5 x 11 inch page. Payment is required prior to delivery of the copies. Prior to granting a request County may require a requester to prepay an estimate of fees if the fees required to fulfill the request are expected to exceed \$100.00. Copies of some records may have a different charge established by law. The Right-to-Know Officer, Deputy or Sub-Deputy to whom the request is made will inform you if this applies to your request.)?

Do you want certified copies of the records (the fee charged is \$1.00 per record.)?

Right-to-Know officer, Deputy or Sub-Deputy to whom request is directed: \_\_\_\_\_

Date request received by County: \_\_\_\_\_

**\*If the requestor wishes to pursue the remedies provided for in the Pennsylvania Right-to-Know Law the request must be made in writing.**