STANDARD 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 specific detail as possible so the agency can identify the information.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: _________________________________________________________

DATE RECEIVED BY THE AGENCY: _________________________________________________

AGENCY FIVE (5)-DAY RESPONSE DUE: ___________________________________________

**Public bodies may fill 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.)