**PERSON MAKING REQUEST**

Date of Request:  | Request Submitted by:  | ☐ Email | ☐ U.S. Mail | ☐ Fax | ☐ In-Person
---|---|---|---|---|---
Your Name: | Company (if applicable): |
Your Mailing Address: |
City: | State: | Zip: |
Phone: | Email: |

**RECORDS REQUESTED**

Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. If requesting property files please provide address and or parcel number. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.

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Do you want to inspect the records in person? (You may request copies at that time)  ☐ Yes  ☐ No
Do you want copies? (Cost per page: 25¢ black & white / 50¢ color for 8.5” x 11” or 8.5” x 14”)  ☐ Yes  ☐ No
Do you want certified copies of records? ($5 per record plus notarization fees)  ☐ Yes  ☐ No

Information concerning copies:
- No electronic copies are available, but you are welcome to bring your cell phone and take pictures of documents in the file.
- Copies can be made up to 11” x 17”. Larger plan documents must be sent out and the applicable actual fees will be charged.
- If mailed, cost of first class postage will be included.
- Fees must be paid in advance by check made out to “Tinicum Township” or in cash. No credit cards accepted.

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**FOR OFFICE USE ONLY**

Date Request Received:  | Response Due (5 bus. days): |
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30-Day Extension ☐ Yes ☐ No  | 30-Day Extension Due Date: |
Date Requester Reviewed:  | Date Request Expired (90 days): |
Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied  | Cost to Requester: $ |
☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

Notes:

Note:
- In most cases, a completed RTKL request form is a public record.
- Tinicum Township reserves the right to deny an anonymous request.
- Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.
- More information about the RTKL is available at [https://www.openrecords.pa.gov](https://www.openrecords.pa.gov)