

Borough of Darby
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RIGHT-TO-KNOW REQUEST FORM

REQUEST NUMBER: _____

DATE REQUESTED: _____

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

NAME OF REQUESTOR (Optional): _____

STREET ADDRESS (Optional): _____

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: MARK POSSENTI

DATE RECEIVED BY THE AGENCY: _____

****Public bodies must 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.)*