



CITY OF ALLENTOWN RIGHT-TO-KNOW REQUEST FORM

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

Date of Request: _____ Submitted via: ☐ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Email: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☐ Email ☐ U.S. Mail

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. 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. Use **additional pages if necessary**.*

The request may be submitted by email, U.S. mail, fax, or in person to:

Email: right-to-know@allentownpa.gov

Mailing Address: City Of Allentown, ATTN: Right-to-Know Designee, 435 W. Hamilton Street, Room 519, Allentown, PA 18101

Fax: 610.437.8701/ Voice: 610.437.7545

In person: Drop Box labeled "Right-to-Know" in the lobby of City Hall, 435 Hamilton Street, Allentown, PA 18101

DO YOU WANT COPIES? ☐ Yes, printed copies.

☐ Yes, electronic copies preferred if available (*default if none are checked*).

☐ No, in-person inspection of records preferred (*may request copies later*).

DO YOU WANT CERTIFIED COPIES? ☐ Yes (*may be subject to additional costs*). ☐ No

RTKL REQUESTS MAY REQUIRE PAYMENT OR PREPAYMENT OF FEES. See the Official RTKL Fee Schedule for more details at <https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm>.

Please notify me if fees associated with this request will be more than \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

NOTE: In most cases, a completed RTKL request form is a public record.

Form updated: 11-2022

More information about the RTKL is available at <https://www.openrecords.pa.gov>