

EAST HANOVER TOWNSHIP, DAUPHIN COUNTY

8848 Jonestown Road Grantville, PA 17028 717-469-0833 * 717-469-1442 (fax)



RIGHT-TO-KNOW REQUEST FORM

DATE REQU	ESTED:				
REQUEST S	UBMITTED BY:	E-MAIL	U.S. MAIL	FAX	IN-PERSON
NAME OF RE	EQUESTOR: COMPANY:				
STREET ADI	DRESS:				
CITY/STATE	/ZIP (Required):				
TELEPHONE	i:	FAX:	EMAIL:		
RECORDS R	REQUESTED: Provid	de as much specific d	etail as possible so	the agency ca	an identify the information.
DO YOU WANT TO INSPECT THE RECORDS?			YES	NO	
DO YOU WANT COPIES?			YES	NO	
DO YOU WAN	IT CERTIFIED COPI	ES OF RECORDS	S? YES	NO	
DATE RECEIV	/ED BY AGENCY:		FIVE (5)-DAY F	RESPONSE	: DUE:
	ST FULLFILLED:				
TRACKING: Picked up:			Faxed:		
	Mailed:		E-Mailed:		
FEES:	Copies - \$.25 per page Copies of plans/blueprints @ cost + postage Fax copies - \$.50 per page Mailed - copies + postage.				
Please notify	me if Fees Associa	ated with this red	quest will be n	nore than S	\$100 Or \$
TOTAL COS	Т:				
Appropriat	e third party notified and	d given an opportur	nity to object to re	elease of rec	ords.

^{**}Public bodies may fill anonymous, verbal, or written requests. If the requestor wishes to pursue the relief and remedies provided for by State law, the request must be in writing. Written requests need not include an explanation why information is sought or the intended use of the information, unless otherwise required by law.