



RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

REQUEST SUBMITTED BY: (Circle One)

- E-MAIL
- U.S. MAIL
- FAX
- COURIER
- HAND-DELIVERY
- EXPRESS DELIVERY
- OVERNIGHT DELIVERY

NAME OF REQUESTOR : _____

STREET ADDRESS : _____

CITY/STATE/COUNTY : _____

DAYTIME TELEPHONE: _____

E-MAIL ADDRESS: _____

AUTHORITY USE ONLY:

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.)