

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:

RECORDS REQUESTED: *Provide as much specific detail as possible so the agency can identify the information. A Right-to-Know request may be denied if it does not identify the records requested with sufficient specificity.

DO YOU WANT COPIES? YES or NO (Circle One)
DO YOU WANT TO INSPECT THE RECORDS? YES or NO (Circle One)
DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO (Circle One)

AUTHORITY USE ONLY:

RIGHT TO	KNOW	OFFICE	R:
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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.)