

BREAKNECK CREEK REGIONAL AUTHORITY  
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MARS PA 16046-1180

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*THE RIGHT-TO-KNOW LAW ACT 3 OF 2008*

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE OF REQUEST: \_\_\_\_\_

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

NAME OF REQUESTOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

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              NO

DO YOU WANT CERTIFIED COPIES?              YES              NO

DO YOU WANT TO INSPECT THE RECORDS?              YES              NO

I CERTIFY THAT I AM A LEGAL RESIDENT OF THE UNITED STATES.

Signature or Requestor \_\_\_\_\_

\*\*\*PLEASE NOTE: **RETAIN A COPY** OF THIS REQUEST FOR YOUR FILES\*\*\*  
\*\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\*\*

**FOR AGENCY USE ONLY**

RIGHT-TO-KNOW OFFICER:              MATTHEW J. MARASCO

DATE RECEIVED BY AGENCY: \_\_\_\_\_

AGENCY FIVE (5) DAY  
RESPONSE DUE: \_\_\_\_\_

\*\* Public bodies must fill anonymous, verbal or written request. 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.)