



NEWTOWN TOWNSHIP

100 MUNICIPAL DRIVE
NEWTOWN, PA 18940

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

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

NAME OF REQUESTOR (Required): _____

STREET ADDRESS (Required): _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE and/or E-MAIL (Required): _____

RECORDS REQUESTED:

Please provide as much specific detail as possible so the agency can identify the information

DO YOU WANT COPIES? YES or NO

(Paper copies \$0.25 per page)

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF THE RECORDS? YES or NO

RIGHT TO KNOW OFFICER:

☐ I have provided notice to appropriate third parties and given them an opportunity to object to this request.

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

*The Open Records Officer may be reached at
100 Municipal Drive, Newtown, PA, 18940, phone: 215-968-2800 ext. 211,
Fax: 215-968-5368, or E-mail: openrecords@newtownpa.gov

***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.)*