



Lehigh Valley Planning Commission

LIESEL DREISBACH  
Chair

STEPHEN REPASCH  
Vice Chair

JOHN DIACOIANIS  
Treasurer

BECKY A. BRADLEY, AICP  
Executive Director

## RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY: E-MAIL    US MAIL    FAX    IN-PERSON

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

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

CITY/STATE/COUNTY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_                      FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### 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 TO INSPECT THE RECORDS?                      YES                      NO

DO YOU WANT CERTIFIED COPIES OF RECORDS?                      YES                      NO

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.)*