

TOWNSHIP OF WEST BRADFORD

REQUEST FOR INFORMATION

DATE: _____

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

NAME OF REQUESTOR: _____

LOT # (You must specify a lot number when requesting building information) _____

ADDRESS: _____

TELEPHONE #: _____

SPECIFIC REQUEST: _____

**Provide as much specific detail as possible so the agency can identify the information. Unless the request is specific the staff cannot determine what to provide.*

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORD? YES NO

RIGHT TO KNOW OFFICER: _____

DATE RECEIVED BY THE TOWNSHIP: _____

TOWNSHIP FIVE (5) DAY RESPONSE DUE: _____



NOTICE

Effective January 5, 2009 the fee for copies is as follows:

- 8 ½ X 11 = 25 cents per sheet
- 8 ½ X 14 = 50 cents per sheet
- 11 X 17 = \$1.00 per sheet

*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 to include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703)*