

**WEST BRADFORD TOWNSHIP
OPEN RECORDS REQUEST FORM**

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/EMAIL: _____

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 7, 2019 the fee for copies is as follows:

| | |
|---|---------|
| copy, 8.5" x 11" | \$0.25 |
| copy, 8.5" x 14" | \$0.50 |
| copy, 11' x 17" | \$1.00 |
| copy, 18" x 24" | \$2.50 |
| copy, 24" x 36" | \$4.00 |
| copy, any size taken to outside vendor, actual cost plus | \$20.00 |
| copy, certified, per sheet, in addition to any copy charges | \$4.00 |
| copy, added fee for digital/media documents | \$3.00 |

Public bodies may complete 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 do not need to include an explanation of why information is sought or the intended use of the information unless otherwise required by law. (Section 703).