

Official Use Only  
RTK Request Tracking Number

Official Use Only  
Date Stamp

## RIGHT-TO-KNOW REQUEST FORM

Name of Requestor: \_\_\_\_\_  
(Please print) Last First MI

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Request Submitted By: \_\_\_\_\_ Email \_\_\_\_\_ U.S. Mail \_\_\_\_\_ Fax \_\_\_\_\_ In-Person

Mailing Address: \_\_\_\_\_  
Street/P.O. Box

\_\_\_\_\_ City County State Zip Code

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Optional Optional Optional

Please identify each of the documents that are subject to this request. You must identify these documents with sufficient specificity so that we may ascertain whether we have these documents and how to locate them.

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Please check all that apply:

- I am requesting a *copy* of the documents identified above.
- I am requesting *physical access* to the documents identified above.
- I am requesting *certified copies* of the documents listed above.

Note: Requester is responsible for paying any applicable processing costs. Pre-payment will be required if expected compliance costs exceed \$100. RACW charges \$0.25 per page side for copying, plus any applicable costs for postage, certification, redaction, or other costs necessary to process your request. When no specific type of access is requested, the request will be deemed a request for a paper copy of the identified document(s) that will be sent to the requester by first class U.S. Mail.

This request may be submitted in person, by mail or by facsimile to:

Janelle M. Yamber  
Office and Personnel Manager  
Redevelopment Authority of the County of Washington  
100 West Beau Street, Suite 603  
Washington, Pennsylvania  
Fax: (724) 228-6829