

**Lower Nazareth Township
Records Request Form**

Submit to: recordsrequest@lowernazareth.com or
Fax to: 610-746-3317

In compliance with Act 3 of 2008, The Pennsylvania Right-to-Know Law, the Township has up to five days to respond to all requests. The office will call when your copies are available.

DATE REQUEST REC'D _____ TIME REQUEST REC'D _____

NAME OF REQUESTOR _____

ADDRESS _____

PHONE NUMBER _____

E-MAIL ADDRESS _____

RECORDS REQUESTED (For more space, continue on the back)

**Provide a clear decisive description of the record(s) sought.*

REQUESTORS SIGNATURE _____

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

Lower Nazareth will NOT fill anonymous verbal or written requests. 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.)

RECEIVED BY: _____

AGENCY FIVE (5)-DAY RESPONSE DUE: _____

**Lower Nazareth Township
Records Request Response Form & Receipt**

NAME OF REQUESTOR _____

DATE REQUEST REC'D _____ TIME REQUEST REC'D _____

RECEIVED BY: _____

AGENCY FIVE (5)-DAY RESPONSE DUE: _____

METHOD OF DISTRIBUTION:

PICK-UP FAX MAIL DISK E-MAIL

CERTIFICATION REQUESTED? YES or NO

IF YES,

WE CERTIFY THAT THESE ARE TRUE AND CORRECT COPIES OF THE DOCUMENTS REQUESTED.

SIGNATURE	TITLE	DATE
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FEES:

Standard black & white 8½ x 11 copies \$0.25 per page per side _____

Specialized documents: for example, but not limited to, blue prints, color copies, non-standard sized documents – Actual Cost (only if it exceeds \$0.25) _____

Certification of a Record: \$1.00 per record (certification fees do not include notarization fees). _____

Facsimile/Microfiche/Other Media: Actual Costs _____

Redaction Fee: None None

Conversion to Paper: If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record(s) to be duplicated in the more expensive medium. (Sec. 1307(e)). _____

Postage Fees: Actual Costs _____

TOTAL COST \$ _____

DATE REQUEST FULLFILLED _____ CALLED FOR PICK-UP _____

DATE PICKED UP _____ SIGNATURE _____