

HOPEWELL TOWNSHIP

POLICE DEPARTMENT



1700 CLARK BLVD. ALIQUIPPA, PA 15001 phone: 724.378.0557 fax: 724.378.9105

e-mail: chiefofpolice@hopewelltwp.com

Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of both pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at https://www.openrecords.pa.gov. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME:	(Attn: RTKO)
Date Request Submitted:	_ Submitted via: □ Email □ U.S. Mail □ Fax □ In Persor
PERSON MAKING REQUEST:	
Full Name:	
Company (if applicable):	
Please send response via: \Box Email \Box U.S.	s. Mail
If you wish to obtain records that only exist in hard c required to provide a mailing address to the agency.	copy, or must be provided on an electronic storage device, you may be v. See Section 703.
Email:	
Mailing Address:	
City:State:	Zip:Telephone:
How do you prefer to be contacted if the ag	gency has questions? ☐ Telephone ☐ Email ☐ US Mail
that I am a legal resident of the United State	Il name and contact information is true and correct, and tes. I understand that failure to check this box may result sal of any appeal filed with the Office of Open Records.
	etail as possible, including subject matter, time frame, and seek records, not ask questions. Use additional pages if

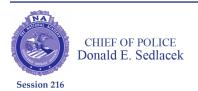
Form continues page 2. Retain a copy of both pages.

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RECORDS REQUESTED (continued):		
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DO YOU WANT COPIES? ☐ Yes, printed ☐	Yes, electronic ☐ No, in-person inspection	
	ney exist in that medium; otherwise, they shall be provided in the est may require payment or prepayment of fees. View the Official	
I understand that my request may incur fees		
Notify me before further processing if fees wi	ll be more than □ \$100 (or) □ \$	
Do you want certified copies? $\ \square$ Yes (may b	e subject to additional costs) 🗆 No	
ITEMS BELOW THIS LINE FOR AGENCY USE O	<u>NLY</u>	
Hopewell Township Police Department Right Sgt. Jill Banovsky (jillbanovsky@hopewelltwp.		
Tracking: Date Received:	Response Due (5 bus. days):	
30-Day Ext.? \square Yes \square No (If Yes, Final Due Date	e:) Actual Response Date:	
Request was: ☐ Granted ☐ Partially Gr	anted & Denied □ Denied	
Cost to Requester: \$		
☐ Appropriate third parties notified and giver requested records.	an opportunity to object to the release of	
Retain a copy of both pages of this Form.	Page 2 of 2	