



Fountain Hill Police Department  
941 Long Street, Fountain Hill, PA. 18015  
Phone: (610) 691-5512  
Fax: (610) 954-8478  
ORI# PA0390500

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: \_\_\_\_\_

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

REQUEST SUBMITTED TO (Agency name & address): \_\_\_\_\_

NAME OF REQUESTER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY/ZIP (REQUIRED): \_\_\_\_\_

TELEPHONE (optional): \_\_\_\_\_     EMAIL (optional): \_\_\_\_\_

**RECORDS REQUESTED:** \*Provide as much specific detail as possible so the agency can identify the information.  
Please use additional sheets if necessary

DO YOU WANT COPIES?    YES    NO

DO YOU WANT TO INSPECT THE RECORDS?    YES      NO

DO YOU WANT CERTIFIED COPIES OF RECORDS?    YES    NO

**\*\*PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES\*\***  
**\*\*IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL\*\***

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**FOR AGENCY USE ONLY**

RIGHT TO KNOW OFFICER:   Paula Henning

DATE RECEIVED BY THE AGENCY: \_\_\_\_\_

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: \_\_\_\_\_

\*\*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 not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)