

**Lower Nazareth Township  
Records Request Form**

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: \_\_\_\_\_

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**Lower Nazareth Township  
306 Butztown Road, Bethlehem, PA 18020**

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**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.

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|           |       |      |
|-----------|-------|------|
| SIGNATURE | TITLE | DATE |
|-----------|-------|------|

**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 \_\_\_\_\_