

New Wilmington Borough

Right-To- Know Law Request

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FORM INSTRUCTIONS

1. **Complete the Form Online**
2. **Print** and **Save a Copy to your hard drive** for your records
3. **CLICK** the **SUBMIT button** at the bottom of the online Page
4. **SIGN** your printed Form

You must have Adobe Acrobat Reader installed on your computer to complete the form online. If you are having difficulty with the form, and Adobe Acrobat is installed, please read the [Browser Instructions](#) for additional assistance.

OPTIONS TO PROVIDE SIGNED COPY TO BOROUGH

- a. Scan the signed form and e-mail to: apps@nwboronet.com
- b. **Mail** or **Drop** off signed form to the New Wilmington Borough Office. Any required fee must accompany the application to be processed.

Application Date:

Applicant's Name:

Street Address or P.O. Box:

City:

State:

Zip:

Phone:

Email:

FAX Number:

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

Please indicate the following:

I am requesting a copy of the documents identified above

I am requesting physical access to the documents identified above

Signature:

Borough normal business hours of 8:00 a.m. – 3:30 p.m. Monday – Friday.

BOROUGH USE ONLY

RTKL NO:

Date Stamped: