

New Wilmington Borough

Right-To- Know Law Request

Sharonn Edmiston,
Open Records Officer
134 High Street
New Wilmington, PA 16142
Sharonn@zoominternet.net

FORM INSTRUCTIONS

- 1. Complete the Form Online**
 - 2. Print and Save a Copy to your hard drive** for your records
 - 3. SIGN your printed Form**
 4. 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: