



Office Address:  
1100 Mensch Dam Road  
Pennsburg, PA 18073

**Serving the Boroughs of East Greenville, Pennsburg and Red Hill**

Telephone: 215.679.5133

Facsimile: 215.679.5206

**RIGHT-TO-KNOW REQUEST FORM**

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

REQUEST SUBMITTED BY:  Email  U.S. Mail  Fax  In-Person

REQUEST SUBMITTED TO: Open Records Officer, Upper Montgomery Joint Authority,  
1100 Mensch Dam Road, Pennsburg, PA 18073, Phone 215-679-5133; Fax 215-679-5206

NAME OF REQUESTOR: \_\_\_\_\_

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

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

TELEPHONE (Optional): \_\_\_\_\_ EMAIL (Optional) \_\_\_\_\_

RECORDS REQUESTED: I request  Review  Duplication (Check Appropriate) of the following records.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Circle Your Choice:

DO YOU WANT COPIES?  YES or NO (a per page copy charge will apply)

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO (a per page copy charge will apply)

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***

**\*\* IT IS A REQUIRED DOCUMENT OF IF YOU NEED TO FILE AN APPEAL \*\***

**FOR AGENCY USE ONLY**

OPEN RECORDS OFFICER: \_\_\_\_\_

DATE RECEIVED BY THE AGENCY: \_\_\_\_\_ BY: \_\_\_\_\_ (Name)

DATE RECEIVED BY THE OPEN RECORDS OFFICER: \_\_\_\_\_

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 requestor 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.).**