1 of 2

Form continues on page 2. Retain a copy of both pages.

	/	
DISTRICT	ATTORNEY'S	OFFICE

COURTHOUSE 810 THIRD STREET **BEAVER, PENNSYLVANIA 15009**

724-773-8550

Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <u>https://www.openrecords.pa.gov</u>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NA	ME:		(Attn: AORO)		
Date Request Submitted:		Submitted via: Email U.S. Mail Fax In Person			
PERSON MAKING REQUEST	:				
Full Name:					
Please send response via: \square	Email 🗆 U.S. Mail				
If you wish to obtain records th may be required to provide a m	•		vided on an electronic storage device, you 703.		
Email:					
Mailing Address:					
City:	State:	Zip:	Telephone:		
How do you prefer to be cor	ntacted if the agency	<mark>ر has questions</mark> ? ۱	🗆 Telephone 🗆 Email 🗆 U.S. Mail		
By checking this box, I aff	irm that my full nan	ne and contact in	formation is true and correct, and tha		
I am a legal resident of the	United States. <u>I und</u>	erstand that faile	ure to check this box may result in the		
denial of my request and th	e dismissal of any a	ppeal filed with t	the Office of Open Records.		
RECORDS REQUESTED: Provi record sought. RTKL requests m	•		subject matter, time frame, and type of additional pages if necessary.		

Fax: 724-728-0710

Nathan L. Bible DISTRICT ATTORNEY

Tina Price-Genes EXECUTIVE ADMINISTRATIVE ASSISTANT



Patrick Young CHIEF COUNTY DETECTIVE

Brittany Smith FIRST ASSISTANT DISTRICT ATTORNEY

RECORDS REQUESTED (continued):

DO YOU WANT COPIES? D Yes, printed Yes, electronic □ No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the <u>Official RTKL Fee Schedule</u> for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than \Box \$100 (or) \Box \$_____.

Do you want certified copies?

Yes (may be subject to additional costs)
No

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking:	Date	Received: Res	oonse Due (5 bus. da	ıys):	
30-Day Ext.? □Yes □ No (If Yes, Final Due Date:) Actual Response Date:					
Request was:	Granted	□ Partially Granted & Denied	Denied	Cost to Requester:	

\$

□ Appropriate third parties notified and given an opportunity to object to the release of requested records.

Hunter Hopkins

hhopkins@beavercountypa.gov

*Public bodies may file anonymous verbal or written requests. If a 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 the information is sought or the intended use of information unless otherwise required by law. (Section 703)

Retain a copy of <u>both</u> pages of this Form.