

Borough of Pennsbury Village
1043 Pennsbury Blvd. Pittsburgh, PA 15205
RIGHT-TO-KNOW REQUEST FORM



REQUESTOR INFORMATION

Name of Requestor: _____

Street Address: _____ Suite/Floor/Apartment: _____

City: _____ State: _____ County: _____ Zip Code: _____

Phone: () _____ - _____ Fax: () _____ - _____ Email: _____

Date of request: _____ Submitted via: U.S. Mail Fax In-person Email

Information requested: (Please be as specific as possible to assist our staff in properly identifying the information of your request. You may attach additional pages if necessary.)

Please indicate your preference for the following:

Do you want paper copies of the record(s): Yes No Copy estimate requested: Yes No
Do you want to inspect the record(s): Yes No Certified copies required: Yes No

Submit this completed form to Reene Freemer, Borough Manager at the address indicated above; or email to boropv@comcast.net; or fax to 412-279-8274; or deliver in person.

Please note that there is a \$0.25 per page hard copy charge for all information provided.

(DO NOT WRITE BELOW THIS LINE- BOROUGH USE ONLY)

Date Received: _____ / _____ / _____ Received by: _____

5 Day Response Due: _____ / _____ / _____

Date Sent: _____ / _____ / _____ Sent by: _____