

BOROUGH OF BERWICK

INCORPORATED 1818

CITY HALL

RE-INCORPORATED 1918

1800 NORTH MARKET STREET

BERWICK, PENNSYLVANIA 18603-3792 TELEPHONE:

570-752-2723 FAX: 570-752-2726

RIGHT-TO-KNOW REQUEST FORM

Date Requested: _____

Request Submitted By: E-Mail to nsborz@berwick-pa.com

U.S. Mail to 1800 N. Market St. Berwick, PA 18603

Fax to (570) 752-2726 Drop off in Person

Name of Requestor: _____

Street Address: _____

City, State, County (required): _____

Telephone (optional): _____

Records Requested:

- Please be as detailed as possible so we can identify and find the information

DO YOU WANT AN ELECTRONIC COPY? (FREE) YES NO (IF YES PROVIDE AN EMAIL ADDRESS): _____

DO YOU WANT COPIES? (\$0.25/PAGE) YES NO

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES? (\$0.50/PAGE) YES NO

RIGHT TO KNOW OFFICER: Nancy Sborz, Administrative Assistant

DATE RECEIVED BY THE BOROUGH: _____

BOROUGH'S (5) FIVE DAY RESPONSE DUE DATE: _____

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 request must be in writing. (Section 702). Written requests need not include an explanation why the information is sought or the intended use of the information unless otherwise required by law. (Section 703).