PLEASE READ CAREFULLY BEFORE COMPLETING THE ATTACHED RIGHT-TO-KNOW FORM:

The Pennsylvania Right-to-Know Law, Act 3 of 2008, is for the specific use of inspecting records and/or requesting copies of records, and **NOT FOR RECEIVING ANSWERS TO QUESTIONS**. If you have questions, **PLEASE DO NOT FILL OUT THIS FORM**. All questions need to be directed to the appropriate department, official, or employee of the City of Hazleton for a response.

The following records **DO NOT** require a right-to-know request:

- **BIRTH CERTIFICATES** – Please contact the Division of Vital Records, 101 South Mercer Street, Room 401, New Castle, PA, 16103, Phone: 724-656-3100, Website: [www.health.state.pa.us/vitalrecords](http://www.health.state.pa.us/vitalrecords).

- **DEATH CERTIFICATES** – Please contact the Division of Vital Records, 101 South Mercer Street, Room 401, New Castle, PA, 16103, Phone: 724-656-3100, Website: [www.health.state.pa.us/vitalrecords](http://www.health.state.pa.us/vitalrecords).

- **MARRIAGE LICENSES** – Please contact the Luzerne County Courthouse, Marriage License Department, 200 North River Street, Wilkes-Barre, PA, 18711, Phone: 570-825-1555, Website: [www.luzernecounty.org](http://www.luzernecounty.org).

- **DIVORCE RECORDS AND DECREE**S – Please contact the Luzerne County Courthouse, Prothonotary’s Office, 200 North River Street, Wilkes-Barre, PA, 18711, Phone: 570-825-1745, Website: [www.luzernecounty.org](http://www.luzernecounty.org).

- **DEEDS** – Please contact the Luzerne County Courthouse, Recorder of Deeds, 200 North River Street, Wilkes-Barre, PA, 18711, Phone: 570-825-1641, Website: [www.luzernecounty.org](http://www.luzernecounty.org).

**Please note that most records are unavailable for immediate release.**

The cost to reproduce records is **25¢ PER PAGE**, plus the cost of postage (if applicable). The cost of scanning paper documents and emailing them to the requestor is **15¢ PER PAGE**. The cost to certify a record is **$5.00 PER RECORD**, plus the cost of postage (if applicable). **Please be advised failure to pay outstanding invoices for previous right-to-know requests will prevent you from receiving any other records until such invoices are paid in full.**
PLEASE NOTE: Although Pennsylvania's Right-to-Know Law does not require an individual to give a reason for the information he or she is requesting, the intent of the law was not for organizations, companies, groups, or individuals to solicit business from government entities. Please be aware that a lot of time and taxpayer expense go into researching, retrieving, and copying the requested information, and these types of requests put a strain on local government offices with already limited resources and staff. Although a request like this is currently acceptable under the law, please keep this in mind with regard to any requests for information.
RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: __________________________

REQUEST SUBMITTED BY: ___ E-MAIL    ___ U.S. MAIL    ___ FAX    ___ IN PERSON

NAME OF REQUESTOR: ____________________________________________________________

STREET ADDRESS: ______________________________________________________________

CITY/STATE/COUNTY/ZIP CODE: ________________________________

TELEPHONE (Optional): __________________ E-MAIL (Optional): __________________

RECORDS REQUESTED (Please provide as much detail as possible so the agency can identify the information):

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

DO YOU WANT COPIES OF THE RECORDS?    ___ YES    ___ NO

(Copies will be provided at 25¢ per page, plus the cost of postage. Scanning of paper copies for the purpose of emailing a response will be provided at 15¢ per page)

DO YOU WANT TO INSPECT THE RECORDS?    ___ YES    ___ NO

DO YOU WANT CERTIFIED COPIES OF THE RECORDS?    ___ YES    ___ NO

(Certified Copies will be provided at $5.00 per record, plus the cost of postage)

RIGHT-TO-KNOW OFFICER: Allison Keegan, Administrative Assistant
40 North Church Street, 2nd Floor
Hazleton, PA 18201
Office: (570) 459-4910
Email: righttoknow@hazletoncity.org
Fax: (570) 459-4966

DATE RECEIVED BY THE AGENCY: __________________________

AGENCY FIVE (5)-DAY RESPONSE DUE: __________________________

If the requestor wishes to pursue the relief and remedies provided in this Act, the request must be in writing (Section 702). Written requests need not include an explanation of why information is sought or the intended use of the information unless otherwise required by law (Section 703).