



OFFICE OF OPEN RECORDS
CITY OF HAZLETON
40 North Church Street, Hazleton, PA 18201
(570) 459-4910
righttoknow@hazletoncity.org

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):

[Click here to enter text.](#)

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 PHYSICALLY 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: Christopher T. Pavlick, Right To Know Officer
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: _____