



HILLTOWN TOWNSHIP POLICE

Christopher E. Engelhart
Chief of Police

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Office (215) 453-6000 ▪ Dispatch (215) 453-6011 ▪ Fax (215) 453-6062

RIGHT-TO-KNOW INFORMATION REQUEST

DATE REQUEST SUBMITTED: _____

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

NAME OF REQUESTOR: _____

ADDRESS: _____

TELEPHONE NUMBER (OPTIONAL*): _____

*Although optional, your phone number may assist in processing your request if clarification is needed or there are any questions.

RECORDS BEING REQUESTED (Provide as much detail as possible so we can identify the specific information being requested. Please use back or attach additional sheets if necessary.):

DO YOU WANT COPIES?	YES	NO
DO YOU WANT TO INSPECT OR REVIEW THE RECORDS?	YES	NO
DO YOU WANT A CERTIFIED COPY OF RECORDS?	YES	NO

REASON FOR REQUEST? (OPTIONAL**) _____

**Although optional, this information may assist in providing the correct record(s) being sought.

*****PLEASE RETAIN A COPY OF THIS REQUEST FOR YOUR RECORDS*****
***** THIS DOCUMENT IS REQUIRED TO FILE AN APPEAL *****

FOR AGENCY USE ONLY

RIGHT-TO-KNOW OFFICER: _____

DATE REQUEST RECEIVED: _____

DEPARTMENT RESPONSE DUE (5 BUSINESS DAYS): _____

Note: Anonymous requests for information will be processed, however, if a requestor wishes to pursue relief and remedies provided by this Act (Act 3 of 2008), the request must be in writing (Section 702). Written requests do not need to provide the purpose for which the information is sought or its intended use unless otherwise provided by law (Section 703).