

BOROUGH OF PROSPECT PARK
720 MARYLAND AVENUE, PROSPECT PARK, PA 19076
610-532-1007 610-532-3514 (FAX)
PUBLIC RECORD REVIEW/DUPLICATION REQUEST

Please print legibly

Date of Request: _____

Requester's Name: _____

Requester's Address: _____

Requester's Telephone Number: _____

Fax Number: _____ Email address: _____

I request ____ review ____ duplication (check as appropriate) of the following records.

Important: You must identify or describe the records with sufficient specificity to enable the Borough to determine which records are being requested. Use additional sheets if necessary.

I certify that I am a resident of the United States of America.

Signature of Requestor

This request may be submitted in person, by mail or by facsimile.

OFFICE USE ONLY

Date request filled: _____

Number of Copies Made _____ Amount Due \$. _____

Kris Borchert
Right to Know
Officer

1. The Borough shall make available for inspection and review the specifically requested documents within five (5) working days of the request. If the documents are so voluminous in nature as to require additional time to make available, the Borough shall notify the requester within five (5) working days as to when they will be available, giving a specific time and date.
2. The Borough will charge \$.25 per page for copies of specific documents requested.
3. If one request from a member of the public is presently being worked on, the Borough will not accept another request until the first request has been handled.