BOROUGH OF PROSPECT PARK
720 MARYLAND AVENUE, PROSPECT PARK, PA 19076
610-532-1907  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: ____________________________ E-Mail 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 filed: ____________________________

Number of Copies Made ______ Amount Due $____

Deborah A. Hurst
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.