



Home of the  
PA Elk Herd

# Benezette Township

Board of Supervisors  
P.O. Box 10 • Benezette, PA 15821



Phone: 814-787-8811  
Fax: 814-787-4393

## RIGHT-TO-KNOW REQUEST FORM

**NAME OF REQUESTER:** \_\_\_\_\_  
(PLEASE PRINT CLEARLY)                      LAST                      FIRST                      MI

**MAILING ADDRESS:** \_\_\_\_\_  
STREET/PO BOX

\_\_\_\_\_  
CITY                      STATE                      ZIP CODE

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RECORDS REQUESTED** – Provide specific detail so the RTKO can identify the information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I am requesting** (please check one of the following)

- ☐ Access to the document(s) identified above.
- ☐ Copy of the document(s) identified above.
- ☐ Certified copy if available.
- ☐ Access to the document(s) identified above and a copy of the document(s).

**Please send response via:**    ☐ Email                      ☐ U.S. Mail

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**-FOR OFFICIAL USE ONLY-**

**RTKL No.** \_\_\_\_\_

**Request Submitted via:**

- ☐ U.S. Mail  
☐ Email  
☐ Fax  
☐ In-person

**Response Due:**

5 Business Days: \_\_\_\_\_

30-Day Ext. ☐ Yes ☐ No If yes, Final Due Date: \_\_\_\_\_

Actual Response Date: \_\_\_\_\_

**Request:**

- ☐ Granted  
☐ Partially Granted & Denied  
☐ Denied  
☐ No record(s) found