SENATE of PENNSYLVANIA
RIGHT-TO-KNOW RECORDS REQUEST

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Harrisburg, PA 17120-3052
Phone: 717-787-7163
Fax: 717-783-4296
RTKofficer@occ.pasen.gov
www.pasen.gov

Request Date: _____

REQUESTER INFORMATION:

Name (required): _____

Address (required): _____

_____

City, State, Zip: _____

E-mail (optional): _____

Telephone (optional): _____

Cell phone (optional): _____

How to contact you:

- ◯ E-mail
- ◯ Phone
- ◯ Cell Phone

How to deliver information:

- ◯ E-mail
- ◯ Mail
- ◯ Pickup

INFORMATION REQUESTED:

List and describe the legislative record(s) requested in specific detail:

Written requests need not include an explanation why information is being sought or the intended use of the information unless otherwise required by law (Section 703).

Open Records Office Use Only

Handled By	Date Received	Request #	5 day Response Date