RTK REQUEST NUMBER	DATE RECEIVED	5 DAY RESPONSE DATE

COUNTY OF LUZERNE

LUZERNE COUNTY SOLICITOR'S OFFICE
LUZERNE COUNTY COURTHOUSE
OPEN RECORDS OFFICER
200 NORTH RIVER STREET
WILKES-BARRE, PA 18711
PHONE: 570.825.1598
FAX: 570.820.6355

pennsylvania
OFFICE OF OPEN RECORDS

RIGHT TO KNOW LAW REQUEST FORM

NAME OF REQUESTER:_____
(PLEASE PRINT CLEARLY) LAST FIRST MI

MAILING ADDRESS:_____
STREET / P.O. BOX

_____
CITY STATE ZIP CODE

PHONE #_____ **FAX#**_____

EMAIL ADDRESS:_____

SIGNATURE:_____ **DATE:**_____

RECORDS REQUESTED - Requesters MUST specify the document(s) sought. Please use additional pages if necessary.

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PLEASE CHECK ONE OF THE FOLLOWING:

_____ I AM ONLY REQUESTING ACCESS TO THE DOCUMENT(S)
_____ I AM REQUESTING A HARD COPY OF THE DOCUMENT(S) (PAPER, CD, etc…)
_____ I AM REQUESTING AN E-FILE OF THE DOCUMENT(S) (IF AVAILABLE) (PDF, EXCEL SPRDSHT, etc…)

PLEASE NOTE: LUZERNE COUNTY IS NOT REQUIRED TO CREATE A RECORD WHICH DOES NOT CURRENTLY EXIST OR TO COMPILE, MAINTAIN, FORMAT OR ORGANIZE A RECORD INA MANNER IN WHICH THE AGENCY DOES NOT CURRENTLY COMPILE, MAINTAIN, FORMAT OR ORGANIZE THE RECORD