

RTKL request tracking no.

Official use only (date stamp)

Luzerne County Solicitor's Office
Luzerne County Courthouse
Right to Know Officer
200 North River Street
Wilkes-Barre, PA 18711
Phone: 570-825-1598
Fax: 570-820-6355

RIGHT-TO-KNOW LAW REQUEST FORM

Name of Requester: _____
(Please Print) Last First MI

Mailing Address: _____
Street/P.O. Box

City State Zip Code

Telephone Number: _____ Fax Number: _____
(Optional) (Optional)

Signature: _____ Date: _____

Please identify each of the documents that are subject to this request. You must identify these documents with sufficient specificity so we may ascertain whether we have these documents and how to locate them.

Please check one of the following:

- I am only requesting access to the documents identified above.
- I am only requesting a copy of the documents identified above.
- I am requesting access to the documents identified above and a copy of those documents.

If you are requesting a copy of the documents identified above, please check one of the following:

- I want a paper copy of the documents.
- I want a computer-readable copy of the documents (e.g. diskette or compact disk)
- Other (please specify):

Note: Requesters will be notified within thirty (30) days if their request was denied, the notification will include justification as to why it was denied.