

UPPER DARBY TOWNSHIP  
Municipal Building  
100 Garrett Road  
Upper Darby, PA 19082  
610 352-4100  
Resolution No. 88-02

RIGHT-TO-KNOW REQUEST FORM

DATE OF REQUEST: \_\_\_\_\_

*ALL REQUESTS MUST BE WRITTEN. REQUESTS MAY BE PRESENTED IN PERSON TO THE INDIVIDUAL DEPARTMENT, OR MAILED OR FAXED.*

Upper Darby Township  
100 Garrett Road – Room 206  
Upper Darby, PA 19082-3135  
Fax #: 610 734-7709

Mailed requests must be enclosed in an envelope and labeled: Right to Know Request. Attention: Chief Administrative Officer

All requests for Township records covered by the Right-To-Know Law must be made in accordance with, and will be governed by, both the Law and the Upper Darby Township policy.

REQUESTOR:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

UDT DEPARTMENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TYPE OF DOCUMENT \_\_\_\_\_

(please be specific)

\_\_\_\_\_

\_\_\_\_\_

*Note: Response time is five (5) business days, unless additional time is needed to process the request.*

*Paper copy - \$.25 per page, plus cost for mailing.*

Official Township Use Only

Request processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Information Released to Requestor: \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_