



North Wales Borough  
300 School Street  
North Wales, PA 19454  
Phone: 215-699-4424  
Fax: 215-699-3991  
[www.northwalesborough.org](http://www.northwalesborough.org)

## Right-to-Know Request Form

Date Requested: \_\_\_\_\_

Request Submitted By:      E-mail      U.S. Mail      Fax      In-Person

Name of Requestor: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Records Requested (Provide as much specific detail as possible):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you want copies?      Yes or      No

Do you want to inspect the records?      Yes or      No

**PLEASE NOTE: The Borough charges a copying fee per page as indicated on the Borough Fee Schedule.**

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### **For Official Use Only:**

Date Received: \_\_\_\_\_ (5) Business Days Response Due: \_\_\_\_\_

Right-to-Know Officer: \_\_\_\_\_ Request Number: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_