City of Hermitage

pennsylvania
OFFICE OF OPEN RECORDS

800 North Hermitage Road
Hermitage, PA 16148

(724) 981-0800 - office phone
(724) 981-2008 - office fax

RIGHT-TO-KNOW REQUEST FORM

Date Requested: _____

Request Submitted by: E-Mail ☐ U.S. Mail ☐ Fax ☐ In-Person ☐

Requester's Name: _____

Street Address: _____

City/State/County (REQUIRED): _____

Telephone Number (OPTIONAL): _____

Records Requested*

*Provide as much specific details as possible so the agency can identify the information

Do You Want Copies? YES ☐ NO ☐

Do You Want to Inspect the Records? YES ☐ NO ☐

Do You Want Certified Copies of the Records: YES ☐ NO ☐

FOR OFFICE USE ONLY

Right to Know Officer: _____

Date Received by the Agency: _____

Response Due Date: _____

NOTES: