



**TOWNSHIP OF MUDDY CREEK**

420 Stanford Road

Prospect, Pa 16052

Office: 724-368-3438 Fax: 724-368-3432

**RIGHT TO KNOW RECORD REQUEST**

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

Request Submitted By:  EMAIL  U.S. Mail  Fax  In Person

Information to be completed by the Requester:

REQUESTER NAME: \_\_\_\_\_

REQUESTER ADDRESS : \_\_\_\_\_

CITY/STATE/COUNTY/ZIP \_\_\_\_\_

REQUESTER PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please describe the public records as specifically as you can below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructions for delivery: \_\_\_\_\_ Pickup \_\_\_\_\_ Mail \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_ Inspect

Certified Copies: Yes or No

REQUESTER Signature: \_\_\_\_\_

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**For Township Use Only**

Date Received: \_\_\_\_\_

Information was (check one):

- \_\_\_\_ Picked up by Requester/Agent of Requester      Date \_\_\_\_\_
- \_\_\_\_ Faxed      Date \_\_\_\_\_
- \_\_\_\_ Mailed      Date \_\_\_\_\_
- \_\_\_\_ Emailed      Date \_\_\_\_\_

Total Cost \_\_\_\_\_

Staff Member Initials \_\_\_\_\_