



OFFICE OF OPEN RECORDS
CITY OF HAZLETON
40 North Church Street, Hazleton, PA 18201
(570) 459-4986
righttoknow@cityofhazleton.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/COUNTY /ZIP CODE:

TELEPHONE (Optional): _____ E-MAIL {Optional}:

RECORDS REQUESTED (Please provide as much detail as possible so the agency can identify the information):

[Click here to enter text.](#)

DO YOU WANT COPIES OF THE RECORDS? YES NO

(Copies will be provided at 25¢ per page, plus the cost of postage. Scanning of paper copies for the purpose of emailing a response will be provided at 15¢ per page)

DO YOU WANT TO PHYSICALLY INSPECT THE RECORDS? YES NO DO

YOU WANT CERTIFIED COPIES OF THE RECORDS? YES NO

(Certified Copies will be provided at \$5.00 per record, plus the cost of postage)

RIGHT-TO-KNOW OFFICER:

Eileen Matenkoski, Right-to-Know Officer

40 North Church Street, 2nd Floor

Hazleton, PA 18201

Office: (570) 459-4986 (Office) Ext. 612

Email: righttoknow@cityofhazleton.org

Fax: (570) 459-4966

DATE RECEIVED BY THE AGENCY: _____ AGENCY

FIVE (5)-DAY RESPONSE DUE: _____