

Administrative Offices  
(570) 288-4576  
FAX: (570) 288-9493



Non-Emergency Police  
(570) 288-3674  
FAX: (570) 287-2699

## MUNICIPALITY OF KINGSTON

500 WYOMING AVENUE, KINGSTON, PENNSYLVANIA 18704-3681

*Incorporated as the Borough of Kingston — 1857*

[www.kingstonpa.org](http://www.kingstonpa.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 (Required):** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_

**RECORDS REQUESTED:**

*\*Provide as much detail as possible so the agency can identify the information.*

**DO YOU WANT COPIES?** Yes or No

**DO YOU WANT TO INSPECT THE RECORDS?** Yes or No

**DO YOU WANT CERTIFIED COPIES OF THE RECORDS?** Yes or No

**RIGHT-TO-KNOW OFFICER:** \_\_\_\_\_

**DATE RECEIVED BY THE AGENCY:** (Stamp)

**AGENCY FIVE (5)-DAY RESPONSE DUE:** \_\_\_\_\_

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703)*