

Open Records Officer  
Fayette County Courthouse  
61 East Main Street  
Uniontown PA 15401



Email [fayetterk@fayettepa.org](mailto:fayetterk@fayettepa.org)  
Telephone 724-430-1200  
Ext 1504 or 1501  
Facsimile 724-430-1265

### 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: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**RECORDS REQUESTED:**

*\*Provide as much specific 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 RECORDS? YES or NO

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*\*\*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.)*

**Official Use Only**

Open Records Officer \_\_\_\_\_  
Date Received By Agency \_\_\_\_\_ (also time stamp)  
Agency Five (5) Day Response Due \_\_\_\_\_  
Copy Fee \_\_\_\_\_