

Official Use Only
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[Date stamp]

TREASURY DEPARTMENT
Right-to-Know Office
RIGHT-TO-KNOW LAW REQUEST FORM

(Please Print)

Name of Requester:

First MI Last

Signature:

Date:

Mailing Address:

Street/P.O. Box

City State Zip Code

Home/Cell Number: _____

Optional

FAX Number: _____

Optional

E-Mail Address: _____

Optional

Please identify each of the records that is subject to this request. You must identify these records with sufficient specificity so that we may ascertain whether we have these records and how to locate them.

Please check all that apply:

- I am requesting a copy of the record(s) identified above.
- I am requesting to review the record(s) identified above at the Treasury Department.
- I am requesting certified copies of the record(s) identified above.
- I am requesting a copy in the following media format:

- I am requesting the copies be sent to the following address:

- I will pickup the copies in person.

You may submit your request by mail, e-mail, facsimile or in person during the Department's regular business hours of 8:30 a.m. to 5:00 p.m., Monday through Friday (subject to Management Directives 530.17 (Partial and Full-Day Closings of State Offices) and 505.7 (Closings Due to Severe Weather)). Delivery "in person" includes delivery by the requester, courier, messenger, parcel delivery service, or other similar service.

Please submit your request to:

Geraldine Williams
Right-to-Know Law Officer
Pa. Treasury Department
201 Finance Building
Harrisburg, PA 17120-0018
(717) 787-4586 – Phone
(717) 772-0977 – Facsimile
OpenRecordsOfficer@patreasury.gov