



PENNSYLVANIA TREASURY DEPARTMENT

Right-to-Know Law Request Form

Date of Request: _____ Submitted via: Email U.S. Mail In Person

PERSON MAKING REQUEST:

Name: _____

Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

How do you prefer to be contacted if Treasury has questions? Email Telephone U.S. Mail

By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. **I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Pennsylvania Treasury Department.**

RECORDS REQUESTED: Be clear and concise. Provide as much specific detail as possible, including a time frame. RTKL requests should seek records, not ask questions. Use additional pages if necessary.

DO YOU WANT COPIES?

If none are selected, Treasury will decide method of delivery.

- Yes, printed copies
- Yes, electronic copies preferred if available
- No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? Yes (*may be subject to additional costs*) No

RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) published by the Office of Open Records for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Docket: _____ Date Received: _____

NOTE: In most cases, a completed RTKL request form is a public record. Please save this form and submit it via email to OpenRecordsOfficer@patreasury.gov.

Submission by email is most efficient and strongly preferred. However requests may be submitted via mail or in person during Treasury’s regular business hours: 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:

Open Records Officer
 PA Treasury Department
 129 Finance Building
 Harrisburg, PA 17120
 717-787-2465 (phone)
OpenRecordsOfficer@patreasury.gov