



# ANTRIM TOWNSHIP MUNICIPAL AUTHORITY

---

10655 Antrim Church Road, Post Office Box 130, Greencastle, PA 17225  
Phone: (717) 597-3818 Fax: (717) 597-4257 www.twp.antrim.pa.us

## **RIGHT-TO-KNOW REQUEST FORM**

Forms may be submitted by dropping them off in person at the municipal building located 10655 Antrim Church Road, Greencastle, by mail to the above PO Box, by fax listed above, or by email to [jbecknell@twp.antrim.pa.us](mailto:jbecknell@twp.antrim.pa.us)

DATE REQUESTED: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RECORD(S) REQUESTED:

*\*Please provide as much specific detail as possible so the township can identify the information.*

DO YOU WANT COPIES? YES or NO (there is a charge per page)

MAY WE EMAIL YOU THE INFORMATION? YES or NO (no charge)

DO YOU WANT TO INSPECT THE RECORDS ON SITE HERE AT THE TOWNSHIP? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO (there is a charge per page)

---

### **FOR INTERNAL USE ONLY BELOW**

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY RESPONSE DUE DATE (5 DAYS):

COMPLETED: