

Antrim Township
P.O. 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

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: ☐