



COUNTY OF ALLEGHENY

STANDARD OPEN RECORDS REQUEST FORM

DATE REQUESTED: _____

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN PERSON

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED: *(Provide as much specific detail as possible to identify information)*

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT COPIES OF THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES? YES NO

*** FOR COUNTY USE ONLY ***

OPEN RECORDS OFFICER: _____

DATE RECEIVED BY COUNTY: _____

COUNTY FIVE-DAY RESPONSE DUE: _____

Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in the Open Records 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).