

**Delaware County Commerce Center
Delaware County Redevelopment Authority
Delaware County Industrial Development Authority
Delaware County Industrial Development Corporation
Delaware County Chester Waterfront Industrial Development Authority**

100 W. 6th Street; Suite 100; Media, PA 19063 Tel: 610.566.2225 Fax: 610.566.7337
RTK Electronic Submissions to: Attn - Laura Goodrich Cairns; AORO at info@delcopa.org

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

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

REQUEST SUBMITTED TO: (Choose One)

- Delaware County Commerce Center
- Delaware County Redevelopment Authority
- Delaware County Industrial Development Authority
- Delaware County Chester Waterfront Industrial Development Authority

NAME OF REQUESTER : _____

STREET ADDRESS: _____

CITY/STATE/COUNTY/ZIP(Required): _____

TELEPHONE (Optional): _____ EMAIL (optional): _____

RECORDS REQUESTED: **Provide as much specific detail as possible so the Authority can identify the information.*

- DO YOU WANT COPIES? YES NO
DO YOU WANT TO INSPECT THE RECORDS? YES NO
DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO
DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100? YES NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES. IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AUTHORITY USE ONLY

I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

***If the requestor wishes to pursue the relief and remedies provided for in this 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.)*