



Your Authority. Hard at Work Serving You.

815 Bustleton Pike
Richboro, PA 18954

Service Calls & Emergencies:

Call: 215-357-8515

Fax: 215-357-5315

Email: info@nbcma-pa.org

RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

REQUEST SUBMITTED BY (circle one): **E-MAIL** **U.S. MAIL** **FAX IN** **PERSON**

NAME OF REQUESTOR (required):

STREET ADDRESS (required):

CITY/STATE/COUNTY (required):

TELEPHONE (optional):

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information*

DO YOU WANT TO INSPECT THE RECORDS ONLY? YES or NO

MEDIUM IN WHICH THE RECORD IS REQUESTED?.....

(Note: The law does not require that any public records be produced except in the format by which they are kept by the Authority)

DO YOU WANT COPIES? YES or NO (\$0.25 per page)

DO YOU WANT CERTIFIED COPIES OF RECORDS: YES or NO (\$5.00 per record)

For Authority Use Only:

DATE RECEIVED BY THE AGENCY:

ACTION TAKEN:

