



# RIGHT-TO-KNOW LAW REQUEST FORM

Good communication is vital in the Right-to-Know Law (RTKL) process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

Pennsylvania Higher Education Assistance Agency (Attn: AORO)

Submitted to (Agency Name)

Date of Request

Submitted via:    Email    U.S. Mail    Fax    In Person

Name of Requestor

Company Name (if applicable)

Mailing Street Address

City

State

Zip

Email

Phone

Fax

How would you like to be contacted if the Agency has questions?    Email    U.S. Mail    Fax

Records Requested: (Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requestors are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.)

Do you want copies:    Yes, electronic copies preferred if available  
                                  Yes, Printed copies preferred if available  
                                  No, in-person inspection of records preferred (You may request copies later.)

Do you want **certified copies**?    Yes (may be subject to additional costs)    No

RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than:    \$100    (or)    \$\_\_\_\_\_

NOTE: In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at [www.openrecords.pa.gov](http://www.openrecords.pa.gov).

----- Below this line is for Agency use only. -----

Tracking

Date Received

Response Due (5 business days)

30-Day Extension?    Yes (if yes, final due date: \_\_\_\_\_)    Actual Response Date: \_\_\_\_\_

Request was:    Granted    Partially Granted & Denied    Denied    Cost to Requestor: \$\_\_\_\_\_

Appropriate third parties notified and given an opportunity to object to the release of requested records.