



TOWAMENCIN TOWNSHIP POLICE DEPARTMENT

1090 Troxel Road Lansdale, PA 19446



Timothy Troxel
Chief of Police

215-368-7606 (office)
215-368-7624 (fax)

RIGHT-TO-KNOW REQUEST FORM

TODAY'S DATE: _____

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

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

RECORDS REQUESTED: _____

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

DO YOU WANT ADDITIONAL COPIES? YES or NO
(8 ½ X 11 copies can be obtained at \$.25 per page.)

Request forms may be turned in at the police department during administration business hours (Monday through Friday, 8AM-4PM), via fax at **215-368-7624** or by emailing the Administrative Assistant at **sschwenk@towamencinpd.org**.

Public bodies must fill anonymous verbal or written requests. 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 1308)

There is no limitation on the number on the records that can be requested or made available for inspection or duplication. (Section 1308)

RIGHT-TO-KNOW REQUESTS WILL BE COMPLETED WITHIN FIVE BUSINESS DAYS. YOU WILL BE CONTACTED WHEN THE REQUESTED REPORTS ARE READY FOR PICK UP.