



# RICHLAND TOWNSHIP

1328 California Road, Suite A • Quakertown, PA 18951 • 215-536-4066 • Fax 215-538-3020  
www.richlandtownship.org

## RECORD REQUEST FORM

(Please Print)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please describe the records that you wish to see. (If you need more space, you may continue on the back of this form or attach additional sheets).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you wish to review the records at the Richland Township Municipal Building?      Yes      No

Do you wish to purchase copies of the records at this time?      Yes      No

How would you like to receive the records you are purchasing?      Mail      Pick-up

Do you wish "True and Correct Certification"?      Yes      No

**(Please note that the Township will require prepayment if the total fees are estimated to exceed \$100.00)**

Signature: \_\_\_\_\_

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For Office Use Only

Date Received \_\_\_\_\_ Five Day Response Due \_\_\_\_\_

Copies \_\_\_\_\_ Postage \_\_\_\_\_ Total Cost \_\_\_\_\_

Date Request Fulfilled \_\_\_\_\_ Initials of Staff Member \_\_\_\_\_

Date Information: Picked up \_\_\_\_\_ Faxed \_\_\_\_\_ Mailed \_\_\_\_\_