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For Office Use Only:

Date Received: _____

Five Day Due: _____

Standard Open Records Request Form

Date of Request: _____

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Records Requested: (Please provide as much specific detail as possible for each record so the agency can identify the records being requested. Use additional sheets if necessary.)

Please check the type of access needed for the documents requested above:

- I am requesting physical access to the documents identified above.
- I am requesting copies of the documents identified above.
- I am requesting certified copies of the documents identified above.
- Other Format (please specify) _____

Submission of Request: This request may be submitted in person, by mail, facsimile, or email to **Jorden P. (Peter) Krauss, Executive Director** and **Right-to-Know Officer** at the Bucks County Industrial Development Authority (contact information provided above).

Signature:

I certify that I am a resident of the United States of America.

Signature of Requester

Please Note: Public bodies may 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 703).