

**REQUEST FOR PUBLIC RECORD(S)**  
**McKEAN TOWNSHIP, COUNTY OF ERIE, PENNSYLVANIA**

TO: Township Open Records Officer, Janice T. Dennis

I, the undersigned and current resident of the United States of America, hereby request that the following documents be made available for my inspection and/or duplication:

Specific Document(s) Requested:

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

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

Requester Telephone: \_\_\_\_\_

Date Request Delivered to Township: \_\_\_\_\_

Form of Duplication requested (please check applicable form):

Photocopies:	_____	Certified Copies:	_____
Diskette (if possible):	_____	Cassette Tape (if possible):	_____
Compact Disc (if possible):	_____	Other (please specify):	_____

Manner of receipt of the requested documents (please check applicable form):

Pick documents up:	_____	United States Regular Mail:	_____
Transmission by Facsimile:	_____	Transmission by Electronic Means:	_____
Facsimile Number:	_____	Email address:	_____

I, the undersigned, hereby certify that I am a current resident of the United States of America and further certify that all information and statements made on this Request for Public Record(s) are true and correct to the best of my information, knowledge and belief, and that the same are hereby made subject to the penalties of the Pennsylvania Crimes Code at 18 Pa.C.S.A. Section 4904 relating to unsworn falsification to authorities.

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

\_\_\_\_\_  
Requester Signature

**-----FOR TOWNSHIP USE ONLY-----**

Photocopies:	_____	Certified Copies:	_____
Diskette (if possible):	_____	Cassette Tape (if possible):	_____
Compact Disc (if possible):	_____	Other:	_____
Facsimile Transmission:	_____	Electronic Transmission:	_____
Total Number of Pages:	_____	Fee Charged:	\$ _____
Additional costs:	\$ _____	Total Amount Paid:	\$ _____
Date Paid:	_____	Method of Payment:	___ Check ___ Cash