

THE PHILADELPHIA PARKING AUTHORITY
RIGHT-TO-KNOW REQUEST FORM

Note: The Authority's contracts, meeting minutes, audit results, financials, reports, and other documents are publically available to you at any time and at no cost at philapark.org/about/.

1. **Date** requested: _____ 2. **Name** of requestor (Required): _____

3. Request submitted by: E-MAIL U.S. MAIL FAX IN-PERSON
(Strike out those that do not apply.)

4. **Address** (Required): _____ Phone (Optional): _____
_____ _____ _____
(City) (State) (Zip)

Note: The Authority is required to produce *existing* records and **will not** compile lists, prepare summaries, or create documents in response to a Right to Know Request.

5. RECORDS REQUESTED:

Document **type**: _____

Transaction or Activity related to the document: _____

Time frame for which the record is sought: _____

Additional information: _____

6. Strike out the inapplicable response for each of the following:

- (a) Do you want COPIES? YES or NO

- (b) Do you want to inspect the records? YES or NO

- (b) Do you want certified copies of records? YES or NO

Note: RTKL requests may require payment or prepayment of fees. See the RTKL Fee Schedule on the Authority's website (www.philapark.org) for more details.

(OFFICIAL USE ONLY) STAMP DATE RECEIVED BY THE OFFICER:

RTK No.

FIVE (5)-DAY RESPONSE DUE: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$ _____

***Anonymous verbal or written Requests will not be processed. If the requestor wishes to pursue the relief and remedies provided for in the 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.)*