

Susquehanna County Commissioners

Mary Ann Warren, Chairperson
Leon Allen, Vice Chairperson
Michael J. Giangrieco, Commissioner



SUSQUEHANNA COUNTY COURTHOUSE
MONTROSE, PENNSYLVANIA

570-278-4600
Fax 570-278-9268

Sylvia Beamer, Chief Clerk
Michael J. Gathany, Solicitor

PO Box 218 - Courthouse - Montrose, Pennsylvania 18801

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

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

NAME OF REQUESTOR (Optional): _____

STREET ADDRESS (Optional): _____

CITY/STATE/ZIPCODE/COUNTY (Required): _____

TELEPHONE (Optional): _____

E-MAIL (Optional): _____

RECORDS REQUESTED:

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

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: Sylvia Beamer, Chief Clerk

DATE RECEIVED BY THE AGENCY:

****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 and the requestor's name and address become required. (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.)*