

BUCKS COUNTY
FREE LIBRARY ESTABLISHED 1956

Bucks County Free Library
Open Records Office – Administration
150 South Pine Street
Doylestown, PA 18901
215-348-0332 – Office
215-348-4760 – Fax

Standard Open Records Request Form

Name: _____

Address: _____

Telephone Number: _____ **Fax number:** _____

Email Address: _____

Records Requested: (Provide as much specific detail as possible for each record so the agency can identify the information.)

Please place an X:

_____ I am requesting access to the documents identified above.

_____ I am requesting copies of the documents identified above.

_____ Other Format (please specify) _____

Signature: _____

For Office Use Only:

Date Received: _____ Five Day Response Due: _____

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).