

Joseph F. Sokolofski  
Chief of Police

Administration Office  
Monday - Friday  
9:00 a.m. - 3:00 p.m.  
(610) 323-2090  
FAX: (610) 323-9338

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE OF RTKL REQUEST: \_\_\_\_\_

NAME OF REQUESTER (Required): \_\_\_\_\_  
(Please Print Legibly) (Last) (First) (MI)

MAILING ADDRESS (Required): \_\_\_\_\_  
(Street/P.O. Box)

\_\_\_\_\_  
(City) (State) (Zip Code)

TELEPHONE NO. (Optional): \_\_\_\_\_ FAX (Optional): \_\_\_\_\_

EMAIL (Optional): \_\_\_\_\_

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

**RECORDS REQUESTED:** In the space below, you must identify or describe the requested records with sufficient specificity to enable this agency to ascertain which records are being sought. If necessary, attach additional pages. Criminal History Record Information and investigative reports are not accessible under RTKL.

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PLEASE MAIL, DELIVER IN PERSON, FAX, OR EMAIL YOUR REQUEST TO:

**WEST POTTSBORO TOWNSHIP POLICE DEPARTMENT:  
ATTN: AGENCY OPEN RECORDS OFFICER  
980 Grosstown Road  
Stowe, PA 19464**

FAX: 610.323.9338

EMAIL: (info@Westpottsgrovepd.org)

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WPGPD/RTKL TRACKING NO.: \_\_\_\_\_

ORO RECEIPT DATE STAMP: \_\_\_\_\_

FINAL RESPONSE DATE: \_\_\_\_\_