A non-anonymous verbal or written request 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.)

THE PHILADELPHIA PARKING AUTHORITY
RIGHT-TO-KNOW REQUEST FORM

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.)**