



THE PHILADELPHIA PARKING AUTHORITY
RIGHT-TO-KNOW REQUEST FORM

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

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

3. Request submitted by: E-MAIL U.S. MAIL FAX (215) 683-9619 IN-PERSON
(Strike out those that do not apply.)

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

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:

Four horizontal lines for listing records requested.

Time Frame:

6. Check the appropriate box:

Request Copies? Yes, printed copies (See RTKL Fee Schedule)
Yes, electronic copies preferred if available (Email Required:)
No, in-person inspection of records preferred

Request Certified Copies? Yes (may be subject to additional costs) No

(OFFICIAL USE ONLY - DO NOT COMPLETE BELOW)

Tracking No.:

Response Due (5 Bus. Days):

Empty rectangular box for tracking number.

30-Day Extension? Yes No (Due Date:) Response Date: Cost to Requester: \$

Request: Granted Partially Granted & Denied Denied

**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.)