

Official Use Only  
[RTKL request tracking no.]

Official Use Only  
[Date stamp]

**TREASURY DEPARTMENT**  
**Right-to-Know Office**  
**RIGHT-TO-KNOW LAW REQUEST FORM**

*(Please Print)*

**Name of Requester:**

\_\_\_\_\_  
*First*

\_\_\_\_\_  
*MI*

\_\_\_\_\_  
*Last*

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_  
*Street/P.O. Box*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip Code*

**Home/Cell Number:** \_\_\_\_\_

*Optional*

**FAX Number:** \_\_\_\_\_

*Optional*

**E-Mail Address:** \_\_\_\_\_

*Optional*

**Please identify each of the records that is subject to this request. You must identify these records with sufficient specificity so that we may ascertain whether we have these records and how to locate them.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check all that apply:

- I am requesting a copy of the record(s) identified above.
- I am requesting to review the record(s) identified above at the Treasury Department.
- I am requesting certified copies of the record(s) identified above.
- I am requesting a copy in the following media format:
  
- I am requesting the copies be sent to the following address:
  
  
- I will pickup the copies in person.

You may submit your request by mail, e-mail, facsimile or in person during the Department's regular business hours of 8:30 a.m. to 5:00 p.m., Monday through Friday (subject to Management Directives 530.17 (Partial and Full-Day Closings of State Offices) and 505.7 (Closings Due to Severe Weather)). Delivery "in person" includes delivery by the requester, courier, messenger, parcel delivery service, or other similar service.

Please submit your request to:

Geraldine Williams  
Right-to-Know Law Officer  
Pa. Treasury Department  
201 Finance Building  
Harrisburg, PA 17120-0018  
(717) 787-4586 – Phone  
(717) 772-0977 – Facsimile  
[OpenRecordsOfficer@patreasury.org](mailto:OpenRecordsOfficer@patreasury.org)