



RIGHT-TO-KNOW REQUEST

REQUESTOR INFORMATION

FIRST NAME		LAST NAME	
MAILING ADDRESS			
CITY		STATE	ZIP CODE
COMPANY (Optional)			
E-MAIL (Optional)		TELEPHONE (Optional)	

RECORDS REQUESTED

Please provide as much specific detail as possible so we can identify the information. If the records you request are location-specific, please also provide the county.

Request continued on attached page/file.

Please choose ONE method below to access or receive the record(s) you requested:

- I would like copies. (If the records are available on the Internet, you will be directed to their online location.)
- I would like certified copies.
- I would like to inspect the records. (You will be provided a PennDOT contact with whom to schedule an appointment.)

Requests received by the PennDOT Open Records Officer after 4:30 p.m., or received on a weekend, on a Commonwealth holiday, or during any closure of Commonwealth Offices, will be dated the following business day. See page two for instructions on submitting a request and PennDOT's Fee Schedule.

INSTRUCTIONS

This form is available electronically on the PennDOT website at www.dot.state.pa.us.

Requests received by the PennDOT Open Records Officer after 4:30 p.m., or received on a weekend, on a Commonwealth holiday, or during any closure of Commonwealth Offices, will be dated the following business day. Requests received at PennDOT locations other than the office of the Agency Open Records Officer (AORO) will be dated when received by the AORO.

Requests can be submitted via any of the following methods:

U.S. Mail

PennDOT Open Records Officer
 Bureau of Office Services
 Pennsylvania Department of Transportation
 400 North Street, 5th Fl.
 PO Box 3451
 Harrisburg, PA 17105-3451

Facsimile

717-787-8779
 Attention: PennDOT Open Records Officer

E-mail

PENNDOT-RightToKnow@pa.gov

In Person

You can submit your request in person to the PennDOT office at the address listed above.

FEE SCHEDULE

IF THE RECORDS YOU REQUEST REQUIRE REDACTION, YOU WILL BE CHARGED FOR COPIES NECESSARY TO PERFORM REDACTION, EVEN IF YOU REQUEST TO INSPECT THE RECORDS OR RECEIVE ELECTRONIC FILES.

1. Photocopies	8.5" x 11" or 8.5" x 14"	\$ 0.25 each
2. Color Copies	8.5" x 11" or 8.5" x 14"	\$ 0.35 each
3. Copies of Motor Vehicle Records			\$ 9.00 each
4. Oversize Prints	11" x 17"	\$ 1.00 each
	18" x 24"	\$ 1.50 each
	22" x 36"	\$ 2.00 each
	42" x 50" (not available at District)	\$ 4.00 each
5. Bid Plans	Half Size (12" x 18")	\$ 1.00 each
	Full Size (22" x 36")	\$ 2.00 each
	Random Sheets	\$ 2.00 each
6. CD			\$ 3.00 each
7. Certified Copies			\$ 1.00 each
8. Postage			actual cost
9. Fax transmission			\$ 1.50 first page
			\$ 1.00 each additional page

ONLY CHECKS, MONEY ORDERS OR CREDIT CARDS (MASTERCARD, VISA, DISCOVER, AMERICAN EXPRESS) WILL BE ACCEPTED FOR PAYMENT. WE CANNOT ACCEPT CASH.