

*Blooming Grove Township*  
488 Route 739  
Blooming Grove, Pennsylvania 18428  
Phone: (570) 775-6461 Fax: (570) 775-9209  
www.bloominggrovetownship.com

**PUBLIC RECORDS REQUEST FORM**

Date of Request: \_\_\_\_\_  
Request Submitted By:  In Person  U.S. Mail  Fax  Email  
 Other (specify \_\_\_\_\_)

Name of Requester: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_  
Fax No.: (if applicable) \_\_\_\_\_  
Email: (if applicable) \_\_\_\_\_

DESCRIPTION OF PUBLIC RECORDS REQUESTED: *(Please provide as much specific detail and information as possible so that the Township can identify the record. Attach additional sheets if necessary.)*

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

Do you want to inspect the records?  Yes  No  
Do you want copies of the records?  Yes  No  
Do you want certified copies of the records?  Yes  No

Delivery Instructions:  Pick Up  U.S. Mail  Fax  Email  
 Other (specify \_\_\_\_\_)

Signature of Requester: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_  
(Open Records Officer)

Township 5-day Response Due: \_\_\_\_\_