



CITY OF BETHLEHEM
Office of Open Records

RIGHT-TO-KNOW REQUEST FORM

*Requests for Police audio and/or video must be received within 60 days of the recorded event, as per 42 PaCS §67A03(1).
* The Police have an automatic 30-day period of time to provide law enforcement audio and/or video recordings, as per 42 PaCS § 67A05(a).

Date Requested:

Request Submitted By (check): E-mail U.S. Mail Fax In-Person

Name of Requester:

Requester's Address:

City/State/County/ZIP Code:

Telephone (optional):

Records Requested:

*Provide as much specific detail as possible so the agency can identify the information sought. When possible, describe the range of documents, timeline and, if applicable, the event location if different from requester's address. **For police reports, identify the county where the incident occurred.** For law enforcement audio and/or video recordings, include the specific date and time of event, requester's relationship to event and, if inside a residence, the identity of all persons present, if known.

Do you want an emailed response? Email address:

Do you want copies? (check) YES or NO

Do you want to inspect the records? (check) YES or NO

Do you want certified copies of records? (check) YES or NO

For internal use

Right to Know Officer: Tad J. Miller, Solicitor's Office, 10 East Church Street, Bethlehem, PA 18018.
Tel: (610) 865-7011; Fax: (610) 865-7205;
righttoknowrequest@bethlehem-pa.gov

Date received by the agency:

Agency five (5)-day response due:

***Public bodies may fill anonymous verbal or written requests. If the requester wishes to pursue the relief and remedies provided for in this 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.)*