



# City of Bethlehem

## Office of Open Records RTKL Request Form

Good communication is vital in the RTKL process. Complete the below form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. NOTE: In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at <https://www.openrecords.pa.gov>

**Date of Request:** \_\_\_\_\_

**Person Making Request:**

**Name:** \_\_\_\_\_ **Company (if applicable):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Telephone/Fax:** \_\_\_\_\_

**How do you prefer to be contacted if the Agency has questions?** ☐ Telephone ☐ Email ☐ US Mail ☐ Fax

**Record(s) Requested:**

**Type of Record:** ☐ Record Involving Agency Police Department ☐ Record Involving Property Within Agency Limits ☐ Record Associated w/ Agency

**Name/Address Associated With Record:** \_\_\_\_\_

**County Incident Occurred:** \_\_\_\_\_ **Report Number Associated with Record:** \_\_\_\_\_

**Description of Request (Provide as much specific detail as possible so the agency can identify the information sought. Use additional sheet if needed):**

Requests for audio and/or video created by the City of Bethlehem Police Department is governed by Act 22 2017, not the Right to Know Law. Requests must be received within 60 days of the recorded event, as per 42 Pa. C.S.A. § 67A03(1). A law enforcement agency that receives a request under section 67A03 (relating to requests for law enforcement audio recordings or video recordings) for an audio recording or video recording shall provide the audio recording or video recording or identify in writing the basis for denying the request within 30 days of receiving the request, unless the requester and law enforcement agency agree to a longer time period, as per 42 Pa C.S.A. § 67A05(a).

**How Would You Like to Receive Records? (Select one):**

Electronic Records Provided By Email

Inspection of Records

Printed Copies By Mail (Additional cost may apply)

Certified Copies by Mail (Additional cost apply)

Printed Copies By Pick-up (Additional cost may apply)

Certified Copies By Pick-up (Additional cost apply)

Would you like to be notified if fees associated request exceed: ☐ \$100.00 ☐ Other \$ \_\_\_\_\_

**For internal use only**

**Right to Know Officer:**

Solicitors Office

10 East Church Street

Bethlehem, PA 18018

Tel: (610) 865-7011 Fax: (610) 865-7205

[righttoknowrequest@bethlehem-pa.gov](mailto:righttoknowrequest@bethlehem-pa.gov)

**Date Received by City of Bethlehem:**

Public bodies may fill anonymous verbal or written requests. If requester wishes to pursue the relief and remedies provided for in this Act, the request must be in writing (§ 702). Written requests need not include an explanation why information is being sought or the intended use of the information unless otherwise required by law (§ 703).