

Tioga County Commissioners

MARK L. HAMILTON  
COMMISSIONER

ERICK J. COOLIDGE  
COMMISSIONER

ROGER C. BUNN  
COMMISSIONER



DEREK D. WILLIAMS  
CHIEF CLERK

MARC RICE  
RIGHT-TO-KNOW OFFICER

TELEPHONE  
570-723-8207  
FAX 570-723-8206

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Courthouse Annex, 118 Main Street, Wellsboro PA 16901

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**RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:** \_\_\_\_\_

**REQUEST SUBMITTED BY:**  E-MAIL  U.S. MAIL  FAX  IN-PERSON

**NAME OF REQUESTER:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY/STATE/COUNTY (Required):** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_

**FAX (Optional):** \_\_\_\_\_

**RECORDS REQUESTED:**

\*Provide as much specific detail as possible so the agency can identify the information.

**DO YOU WANT COPIES?**  YES  NO

**DO YOU WANT TO INSPECT THE RECORDS?**  YES  NO

**DO YOU WANT CERTIFIED COPIES OF RECORDS?**  YES  NO

**\*\*PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES\*\***  
**\*\*IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL\*\***

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**FOR AGENCY USE ONLY**

**RIGHT TO KNOW OFFICER:**

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5)-DAY RESPONSE DUE:**