

**READING AREA WATER  
AUTHORITY**  
RIGHT-TO-KNOW LAW REQUEST FORM

Name of Requester \_\_\_\_\_  
(Please print) *Last* *First* *MI*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Please identify each of the documents that is subject to this request. You must identify these documents with sufficient specificity so that we may ascertain whether we have these documents and how to locate them. You may also state your reason for request.

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

Please check all that apply:

- I am requesting a copy of the documents identified above.
- I am requesting physical access to the documents identified above.
- I am requesting certified copies of the documents identified above.

**Note:** Requester is responsible for paying any applicable processing costs. Pre-payment will be required if expected compliance costs exceed \$50. The Authority charges \$0.25 per page side for copying, plus any applicable costs for postage, certification, redaction, formatting or other costs necessary to process your request. When no specific type of access is requested, the request will be deemed a request for a paper copy of the identified document(s) that will be sent to the requester by first class U.S. mail.

You may deliver your request in person during the Authority's regular business hours of 9:00 AM to 4:00 PM, Monday through Friday. Delivery "in person" includes delivery by the requester, courier, messenger, parcel delivery service, or other similar service.

Your request can be mailed or faxed to: Authority Executive Director  
Reading Area Water Authority  
1801 Kutztown Road  
Reading, PA 19604  
Fax: 610-406-6307

**PLEASE ATTACH TO ACCOUNT UPON RETURN**