



Lower Providence Township

100 PARKLANE DRIVE • EAGLEVILLE, PA 19403

Phone: (610) 539-8020 Fax: (610) 539-6347

E-mail: openrecordsrequest@lowerprovidence.org

www.lowerprovidence.org



REQUEST FOR RECORDS FORM

DATE REQUESTED:

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

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP/COUNTY:

TELEPHONE: _____ **EMAIL:** _____

RECORDS REQUESTED: *(Please provide as much specific detail as possible)*

Do you want copies? YES NO

Duplication fee: 25 cents per page Oversized documents: Cost of outsourcing

Accident Report: Available at www.crashdocs.org

Incident Report: \$20.00

Do you want to inspect the records? YES NO

Signature

Date

Submit completed forms to the Administration Building, 100 Parklane Drive, Eagleville, PA 19403

Township Use Only	
Request No.:	Action Taken:
Date Received:	Date of Approval:
Five (5)-Day Response Due:	Date Denial Notice Mailed:
Est. Fee:	Date Additional Review Notice Mailed:
Total Paid:	Records reviewed/Picked up:
Signature of Open Records Officer:	