TOWNSHIP OF PERRY
Berks County, PA 19555

RECORD REQUEST FORM

NAME _____ DATE _____20___

ADDRESS _____

_____

TELEPHONE _____
Area Code Number

DESCRIPTION OF RECORDS (For more space, continue on back, be specific.)

_____

_____

_____

_____

_____

_____

INSTRUCTIONS: PICK-UP FAX MAIL E-MAIL IN-OFFICE

SIGNATURE _____

_____

For Office Use Only:

Copies _____ Postage _____ Fax/Emailed _____ Certification _____

TOTAL COST: $ _____

DATE REQUEST RECEIVED_____ FULFILLED_____

DATE REQUESTER WAS CONTACTED _____

INITIALS OF STAFF MEMBER _____

DATE INFORMATION: Picked up _____ Fax/Email _____ Mailed _____