



Right-To-Know Request Form

Request Submitted By: Email _____ U.S. Mail _____ In-Person _____

Name of Requester: _____

Street Address: _____

City/State/ZIP: _____

Email Address: _____

RECORDS REQUESTED (Provide as much specific detail as possible so DRIVE can identify the information requested.)

All requests are to be addressed to:

Jennifer Wakeman, Executive Director, Right-to-Know Officer
DRIVE
17 Woodbine Lane Suite 103
Danville, PA 17821
Email: info@driveindustry.com

Do you want copies? Yes/No _____

Do you want to inspect the Records? Yes/No _____

Do you require certified copies of Records? Yes/No _____

Do Not Write Below- For DRIVE Use

Date Received at Drive: _____

Action Taken: _____

Date Requester Notified: _____

Method of Notification: _____

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