



<http://www.cranberrytownship.org>

Open Records Officer

2525 Rochester Road, Suite 400

Cranberry Township, PA 16066-6499

Phone: 724.776.4806 x1103

Fax: 724.776.5488

Email: OpenRecords@cranberrytownship.org

CRANBERRY TOWNSHIP PUBLIC RECORDS REQUEST

TO BE COMPLETED BY THE REQUESTER

Please print legibly

Date of Request: ____ / ____ / ____

Requester's Name: _____

Company Name (if applicable): _____

Requester's Address: _____

Requester's Telephone: _____ - _____ - _____ E-Mail: _____

Within five (5) business days of your request to the Open Records Officer, you will receive a response from the Township by phone or e-mail of the availability of the documents requested unless you designate an alternate method for contact.

I am requesting: Review Duplication (check applicable boxes)
of the following records:

Important: You must identify or describe the records with sufficient specificity to enable the Township to determine which records are being requested. (i.e. exact property address, name) Use additional sheets, if necessary. Specify whether you are requesting certified copies of any records.

Method of delivery of document(s) requested:

Pick up U.S. Mail Email Fax Electronic File (if available)

I certify that I am a legal resident of the United States.

Signature of Requester

This form may be submitted in person, by mail, by e-mail or by facsimile (Attn: Open Records Officer) at the contact information above.

Service Request # _____

IMPORTANT NOTICE
Forms are **NO LONGER** required
for vehicle crash reports or
residential property surveys.
Please contact:
rose.hawk@cranberrytownship.org
for vehicle crash reports
OR
nancy.auer@cranberrytownship.org
for residential property surveys