



Valley Forge Sewer Authority

Standard Right-to-Know Record Request Form

333 Pawling Road, Phoenixville, PA 19460; Right-to-Know Officer: Deborah A. Bingham; phone: 610-935-1553; fax: 610-983-9684; email: bingham@vfsa.com.
Web page: www.vfsa.com

DATE STAMP HERE

**Five (5) day business day
period expiration: _____**

Request Submitted by: Email___ US Mail___ FAX___ In-person___

Name of Requestor: _____

Street Address: _____

City/State/Zip + County (Required): _____

Telephone : _____ Fax: _____

Description of Specific Records Requested:

Method(s) of delivery: (please circle one) pickup/mail/email/fax

This section for agency completion

Date Approved: _____ Date Denied: _____

of pages produced: _____ Postage: _____ Fax: _____

Total Cost _____ Date Completed: _____ Date Mailed: _____

Staff member completing request: _____

