



NORTH WHITEHALL TOWNSHIP

3256 LEVANS ROAD, COPLAY, PA 18037

610-799-3411----FAX: 610-799-9639

RECORD REQUEST FORM

DATE: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

DESCRIPTION OF RECORDS THAT YOU REQUEST: BE SPECIFIC....How many copies? Specific Date (ex. Township/Planning Minutes), Page No. or Section if an Ordinance, if Permit Information, type of Permit or description of work and Street Address is needed. (For more space, continue on back)

INSTRUCTIONS: PICK-UP FAX MAIL DISK EMAIL

SIGNATURE (When request is fulfilled and received) _____

For Office Use Only:				
Copies	Postage \$	Disk	Fax	
TOTAL COST: \$				
DATE REQUEST FULFILLED:				
INITIALS OF STAFF MEMBER:				
DATE INFORMATION RECEIVED	Picked up	Faxed	Mailed	Emailed