

Guide for electronically using the OOR uniform request form

1. Go to the OOR website at <http://openrecords.state.pa.us>. Once there, click on the “Forms” section at the left-hand column.



Office of Open Records
pennsylvania PA

PA STATE AGENCIES ONLINE SERVICES --search PA-- go

Freedom of Information Act

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Home Address Advisory - Supreme Court Injunction

Gun Permit Advisory

The Office of Open Records has received numerous inquiries in recent weeks about whether concealed weapon permits and applications for weapons permits are public records in Pennsylvania pursuant to the Right to Know Law. They are not public records and as such not available for review or copy. Information is not public under the Right-to-Know Law when it is exempt from disclosure by another State law. Regarding firearms purchase and license information, the Uniform Firearms Act expressly prohibits disclosure of any information provided by a potential purchaser of a firearm or any applicant for a license to carry a firearm.

Citations

18 Pa.C.S. § 6111(i) (Uniform Firearms Act)
37 Pa. Code § 33.103 (Procedures and Specifications for Firearm Record Forms under the Uniform Firearms Act)
65 P.S. 67.101 (Right-to-Know Law definition of “public record”)

To view the 2012 Office of Open Records Annual Training courtesy of PCN, click [here](#).

Mission Statement

"The Mission of the Office of Open Records is to enforce the state's Right-to-Know law and to serve as a resource for citizens, public officials and members of the media in obtaining public records of their government."

A Message from Terry Mutchler, Executive Director

Ensuring open and honest government is a bedrock principle of democracy. It can only be attained through the unfettered exchange of information between citizens and their government. A citizen's right-to-know, sometimes known as freedom of

2. Click on "Download PDF Form." You must have Adobe Reader to open the PDF.



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[Open Records](#) > Forms



OFFICE OF OPEN RECORDS

All Forms are in Microsoft Word or PDF format

Right-to-Know Uniform Request Form - ([Download PDF Form](#)) revised April 2011

Right-to-Know Sample Granted Request Form - ([Download MS Word Form](#)) revised December 2012

Right-to-Know Sample Granted in Part/Denied in Part Form - ([Download MS Word Form](#)) revised December 2012

Right-to-Know Sample Denial Form - ([Download MS Word Form](#)) revised December 2012

Right-to-Know Sample Attestation of Nonexistence Form - ([Download PDF File](#))

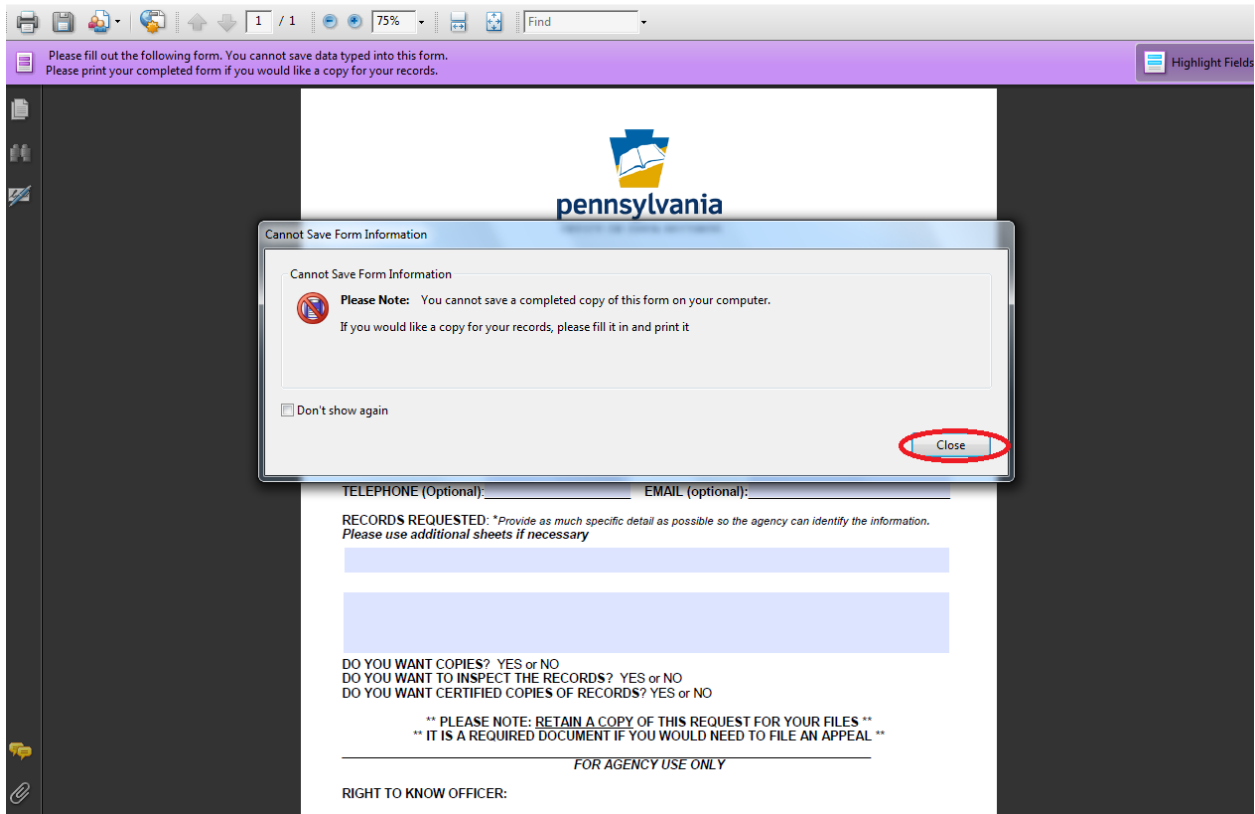
Appeal Form - General - ([Download PDF](#)) revised September 2012

Appeal Form - Deemed Denied - ([Download PDF](#))

Informal Mediation Request Form - ([Download PDF](#))

Training Request Form - ([Download PDF Form](#))


3. If you click anywhere on the PDF, the following window may pop up. Click “Close.”



4. Fill in the form and click on the printer icon at the upper left.

Please fill out the following form. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.

Highlight Fields


pennsylvania
OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 2/26/2013

REQUEST SUBMITTED BY: ☒ E-MAIL ☐ U.S. MAIL ☐ FAX ☐ IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): Random Township

NAME OF REQUESTER: John Q. Public

STREET ADDRESS: 123 Pine Lane

CITY/STATE/COUNTY/ZIP(Required): Harrisburg, PA 17120

TELEPHONE (Optional): EMAIL (optional): jpublic@gmail.com

RECORDS REQUESTED: *Provide as much specific detail as possible so the agency can identify the information.
Please use additional sheets if necessary

Meeting minutes for February 19, 2013 meeting.

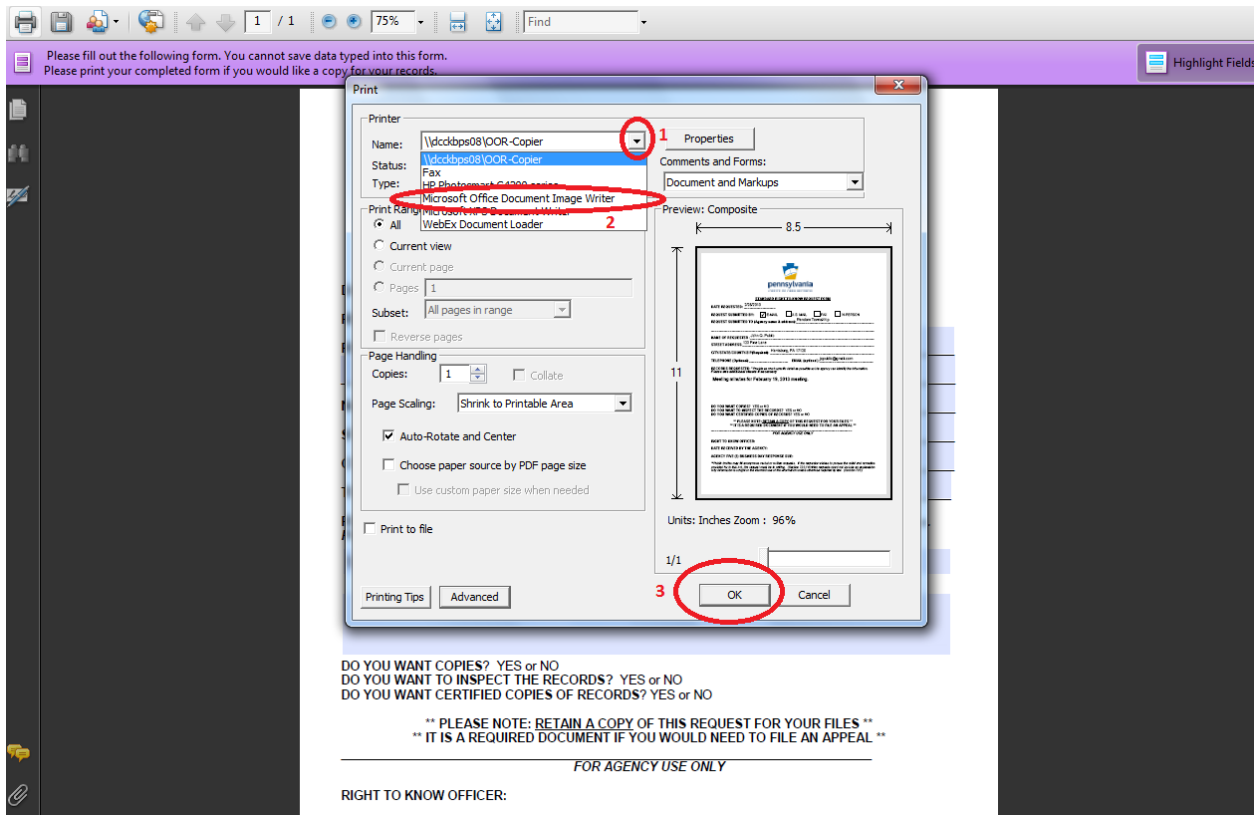
DO YOU WANT COPIES? YES or NO
DO YOU WANT TO INSPECT THE RECORDS? YES or NO
DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

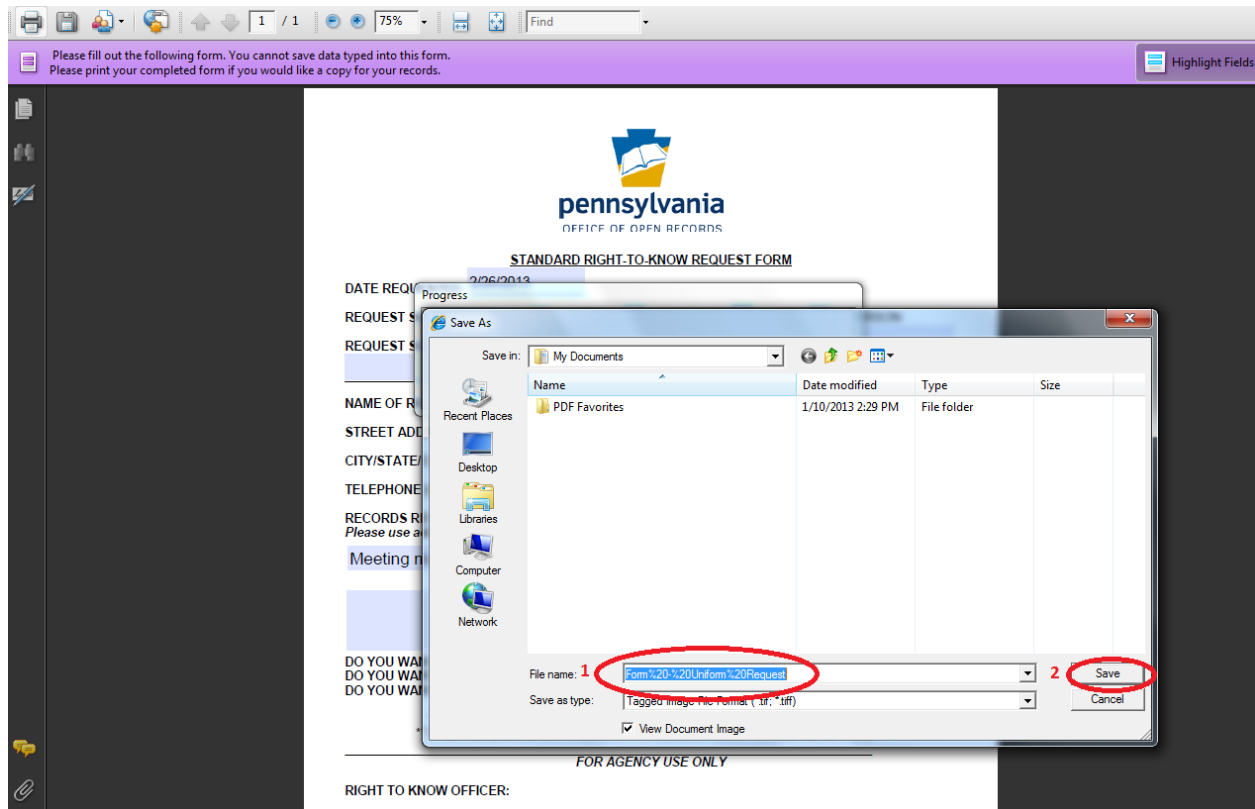
FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER:

5. A dialog box will pop up. Next to the printer name, click on the drop down arrow. Then click on “Microsoft Office Document Image Writer.” Then click “OK.”



6. Save your completed request form on your computer. As a default, it will save as a TIF file, which can be opened using the Paint program.



7. Attach the TIF file to your e-mail to the agency's open-records officer.