



# Borough of Conshohocken Police Department

400 Fayette Street Suite 100  
Conshohocken, PA 19428  
TEL: 610-828-4032 FAX: 610-828-5243

CHIEF OF POLICE  
George Metz

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## STANDARD RIGHT TO KNOW REQUEST FORM

DATE: \_\_\_\_\_ REQUEST SUBMITTED BY:  E-Mail  U.S. Mail  Fax  In-Person

NAME OF REQUESTOR: \_\_\_\_\_ COMPANY (if applicable): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

RECORDS REQUESTED:

*\*Provide as much specific detail as possible, including case #, so the agency can identify the information.*

Do you want these documents for  REVIEW or  DUPLICATION?

Would you like for us to e-mail you the documents/response?  YES  NO

If you want copies of documents, the cost is \$.25 per page. Do you want copies?  YES  NO

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### BELOW IS FOR DEPARTMENT USE ONLY

Report #: \_\_\_\_\_

Response:  Approved  Denied  Partially Approved/Denied

Signature \_\_\_\_\_

Date \_\_\_\_\_

Method of release: \_\_\_\_\_

**Completed forms can be sent to:**  
Conshohocken Police Department  
Attn: Records  
400 Fayette Street, Suite 100  
Conshohocken, PA 19428  
[records@conshohockenpd.org](mailto:records@conshohockenpd.org)  
Fax: 610-828-5243