



<http://www.cranberrytownship.org>

**Open Records Officer**

2525 Rochester Road, Suite 400

Cranberry Township, PA 16066-6499

**Phone:** 724.776.4806 x 1103

**Fax:** 724.776.5488

**Email:** [OpenRecords@cranberrytownship.org](mailto: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 Phone:        -        -

Email:

### **\*IMPORTANT NOTICE\***

Forms are **NO LONGER** required for vehicle crash reports or residential property surveys. Please contact:

- Vehicle crash reports: [PoliceReports@cranberrytownship.org](mailto:PoliceReports@cranberrytownship.org)
- Residential property surveys: [ResPropSurveys@cranberrytownship.org](mailto:ResPropSurveys@cranberrytownship.org)

**Do you want copies?**

- ☐ Yes, electronic copies preferred if available  
☐ Yes, printed copies preferred  
☐ No, in-person inspection of records preferred (may request copies later)

Do you want certified copies?    ☐ Yes (may be subject to additional costs)    ☐ No

*Requests may require payment or prepayment of fees. See [Cranberry Township's Right-to-Know Policy](#) for more details.*

**Please notify me if fees associated with this request will be more than**    ☐ \$100 (or)    ☐ \$\_\_\_\_\_.

**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. Public record requests must seek records, not ask questions.

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

*Signature of Requester*

*Internal Use Only:*

**Service Request #** \_\_\_\_\_

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