



<http://www.cranberrytownship.org>

Open Records Officer

2525 Rochester Road, Suite 400
Cranberry Township, PA 16066-6499

Phone: 724.776.4806 x1103

Fax: 724.776.5488

Email: 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: rose.hawk@cranberrytownship.org
- Residential property surveys: sharon.buzzelli@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.***