

**COMMUNITY CONNECTIONS OF CLEARFIELD/JEFFERSON COUNTIES
PUBLIC RECORD REVIEW/DUPLICATION REQUEST**

Please print legibly

Date of Request: ____/____/____

Requester's Name: _____

Requester's Address: _____

Requester's Telephone: _____-_____-_____ E-Mail: _____

Note: You will be notified initially within five (5) business days by telephone of the availability of the documents requested, unless you designate an alternative method for contact. You will be provided written notice of a denial of your request or extension of time to respond to a request within five (5) business days at the address listed.

I request review duplication (check applicable box) of the following records.

Important: You must identify or describe the records with sufficient specificity to enable the Agency to determine which records are being requested. (*i.e.*, exact property address, name). Use additional sheets if necessary. Specify whether you are requesting certified copies of any records.

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

Signature of Requester _____

This request may be submitted in person, by mail, by e-mail or by facsimile to:

Community Connections of Clearfield/Jefferson Counties

P.O. Box 268

375 Beaver Drive Suite 100

DuBois, PA 15801

ATTN: Administrator

Fax: (814) 371-5102

TO BE COMPLETED BY THE AGENCY:

Date Received: ____/____/____

Person Processing Request _____

Date Response Due (5 Business Days) ____/____/____

Action Taken:

Approved

Date of approval: ____/____/____

Date Requestor notified: ____/____/____

By: _____

Method of notification: _____

Denied

Date requester notified: ____/____/____

By: _____

How: Mail In Person

See attached form for reason of denial.

Denied in Part

Date requester notified: ____/____/____

By: _____

How: Mail In Person

See attached form for reason of redaction/partial denial

Extension Required

Estimated response date: ____/____/____

Date requester notified: ____/____/____

By: _____

How: Mail In Person

See attached form for reason for extension