

**BOROUGH OF LANGHORNE MANOR**  
618 Hulmeville Avenue  
Langhorne Manor, Pennsylvania 19047-2749  
(215) 752-5835  
(215) 752-4675 (fax)  
Email: [borooffice@comcast.net](mailto:borooffice@comcast.net)

**PUBLIC RECORD REVIEW / DUPLICATION REQUEST**

Please print legibly

Date requested \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

\_\_\_\_\_

Requestor's Telephone No.: \_\_\_\_\_

Record Requested:

I request review / duplication (circle as appropriate) of the following records. **Important:** You must identify or describe the records with sufficient specificity to enable the Borough to determine which records are being requested. Use additional sheets of paper if necessary.

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Signature of Requestor

This request may be submitted in person, by mail, by facsimile or email.

Right to Know Officer: _____
Date received by Langhorne Manor Borough: _____
Agency five (5)-day response due: _____

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