



TOWNSHIP OF FALLS

188 LINCOLN HIGHWAY, SUITE 100, FAIRLESS HILLS, PA 19030
215-949-9000
215-949-9013 FAX

RECORD REQUEST FORM

DATE: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

DESCRIPTION OF RECORDS (For more space, continue on back)

INSTRUCTIONS: PICK-UP MAIL EMAIL

SIGNATURE (When request is fulfilled) _____

For Office Use Only:

Copies _____

Postage _____

TOTAL COST _____

DATE REQUEST FULFILLED _____

INITIALS OF STAFF MEMBER _____

DATE INFORMATION: Picked up _____ Mailed _____

EMAILED _____