



**Please check all that apply:**

- I am requesting a copy of the record(s) identified above.
- I am requesting to review the record(s) identified above at the Treasury Department.
- I am requesting certified copies of the record(s) identified above. *(Additional fees may apply.)*
- I am requesting a copy in the following media format *(if available)*:  

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- I am requesting the copies be sent to the following address *(email or postal)*:  

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- I will pick up the copies in person.

Submission by email ([OpenRecordsOfficer@ptreasury.gov](mailto:OpenRecordsOfficer@ptreasury.gov)) is strongly encouraged. You may also submit your request by mail, fax, or in person during the Department's regular business hours of 8:30 a.m. to 5:00 p.m., Monday through Friday (subject to Management Directives 530.17 (Partial and Full-Day Closings of State Offices) and 505.7 (Closings Due to Severe Weather)). Delivery "in person" includes delivery by the requester, courier, messenger, parcel delivery service, or other similar service.

Please submit your request to:

Open Records Officer  
PA Treasury Department  
201 Finance Building  
Harrisburg, PA 17120-0018  
717-787-4586 (phone)  
717-772-0977 (fax)  
[OpenRecordsOfficer@ptreasury.gov](mailto:OpenRecordsOfficer@ptreasury.gov)