



Wilkes-Barre/Scranton  
International  
**Airport**

**RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

REQUEST SUBMITTED BY: E-MAIL US MAIL FAX IN-PERSON  
(PLEASE CIRCLE ONE)

NAME OF REQUESTER: \_\_\_\_\_  
(PLEASE PRINT CLEARLY) LAST FIRST MI

MAILING ADDRESS: \_\_\_\_\_  
STREET / P.O. BOX  
\_\_\_\_\_  
CITY STATE ZIP

PHONE #: \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RECORDS REQUESTED:  
(Please specify the document(s) sought, with as much detail as possible. Use additional pages if necessary.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU WANT COPIES?  YES  NO  
DO YOU WANT TO INSPECT THE RECORDS?  YES  NO  
DO YOU WANT CERTIFIED COPIES OF RECORDS?  YES  NO

Please forward completed Right-to-Know Request Forms to Executive Director, Wilkes-Barre/Scranton International Airport, 100 Terminal Drive, Suite 1, Avoca, PA 18641, 570/602-2000, [right-to-know@flyavp.com](mailto:right-to-know@flyavp.com).

OFFICIAL USE ONLY

\_\_\_\_\_  
RTK REQUEST NUMBER DATE RECEIVED 5-DAY RESPONSE DATE

The Wilkes-Barre/Scranton International Airport is not required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the Airport does not currently compile, maintain, format or organize the record.