

CITY OF CHESTER

INFORMATION REQUEST TIME EXTENSION PROCEDURE NOTICE

Under Pennsylvania Law (53 P.S. Section 8424, Act 50 of 1998) you have 30 calendar days from the mailing date of this information request to respond by:

1. Providing the City of Chester or its designated collection agent with the requested information; or
2. Requesting an extension of time in which to provide the requested information. If you need an extension, send a written request, specifying the reasons for the extension and facts supporting those reasons to the following address:
City Clerk
1 Fourth Street
Chester, PA 19013

Reasonable time extensions will be granted for good cause. The City of Chester will notify you in writing of whether a time extension has been granted. If your request is granted the City of Chester will inform you of the amount of the time extension. If your request is denied, the City of Chester will inform you of the basis for its denial and that you must immediately provide the requested information.

3. Date of Mailing of this notice _____