



## **BUILDING RECORDS ACCESS**

### **Building/Property Owner of Record Verification Form – (For Use by Applicant/Owner Only)**

In accordance with the Township's Open Records Policy and to facilitate more controlled and secured access to building information for privately owned buildings, Manheim Township limits access and release of building permit applications, building plans and specifications, inspection reports and similar documents received pertaining to commercial and residential buildings to (a) the verified current building or property owners of record, and/or (b) the building permit applicant or permit holder, or (c) when authorized consent is provided by the building or property owner of record on the Township's ***"Owner's Consent Form for the Release of Current Building/Property Records"*** to the design professional of record, and/or (d) other third party representative.

#### **OWNER/APPLICANT VERIFICATION**

Prior to a request to access and/or release of building permit applications and related documents for a commercial and/or residential building address listed below, the (owner/applicant) must furnish primary documentary proof of identity, proof of full legal name, proof of residence location and legal ownership to the building or property. This information must be provided with the standard records request form.

Property Owner/Requester (Name) \_\_\_\_\_

Property Owner/Requester's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

**\*\* Requested Property/Address:** \_\_\_\_\_

#### **REQUESTER CERTIFICATION**

By signing below, I certify that I am the building permit applicant, permit holder, or current owner of the building or property for which building application, permit and building plan information is being requested, and that I have furnished true and accurate primary documentary proof of my identity. I understand that an Open Records Request form may be accepted, but will not be processed until ownership/applicant verification and proof of identity is completed and verified, which is in accordance with the Township's Open Records Policy.

Owner/Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Primary proof of identification for a United States citizen**

One of the following must be presented as proof of identity for access or release of building related records:

- A certified birth certificate, as issued by the appropriate state agency from the state of birth. The birth certificate shall include the person's name, date of birth, and sex, shall be signed and sealed, and shall include the certificate number. To obtain a copy of your birth certificate, please see the National Center for Health Statistics' site at:

<http://www.cdc.gov/nchs/>

The following documents are **NOT** acceptable as a birth certificate:

- a hospital birth certificate or record
- a birth registration
- an abstract of birth
- A United States passport with photo
- For a United States citizen who is born in another country, a certification issued by the United States Department of State or a state birth certificate issued for a birth outside of that state
- For a naturalized citizen of the United States, a Certificate of Naturalization issued by the United States Citizenship and Immigration Service. The name on the document must be the same as the name used by the applicant on the driver's license or identification card,
- **A current unexpired Pennsylvania photo driver's license originally issued by the PA Department of Transportation (PENNDOT).**

### **Expired driver license?**

To renew an expired driver's license, go to the Pennsylvania Department of Transportation (PENNDOT) or any PA Driver's License Center.