**Guide for electronically using the OOR uniform request form**

1. Go to the OOR website at <http://openrecords.state.pa.us>. Once there, click on the “Forms” section at the left-hand column.



1. Click on “Download PDF Form.” You must have Adobe Reader to open the PDF.



1. If you click anywhere on the PDF, the following window may pop up. Click “Close.”



1. Fill in the form and click on the printer icon at the upper left.



1. A dialog box will pop up. Next to the printer name, click on the drop down arrow. Then click on “Microsoft Office Document Image Writer.” Then click “OK.”



1. Save your completed request form on your computer. As a default, it will save as a TIF file, which can be opened using the Paint program.



1. Attach the TIF file to your e-mail to the agency’s open-records officer.