Commonwealth of Pennsylvania
State Employees' Retirement System
30 North Third Street, Suite 150
Harrisburg, Pennsylvania 17101-1716
www.sers.state.pa.us
Telephone: 1-800-633-5461

Right-to-Know Law Disclosure of Home Address

EXCEPTION DOCUMENTATION

SERS may be required to disclose your home address pursuant to Pennsylvania's right-to-know law unless you make us aware that your home address is protected from disclosure by a legal exception. If there is a current judicial order or decree—such as a protection from abuse order or restraining order—related to your personal security or restricting disclosure of your address, you should complete this form and return it to:

By mail: State Employees' Retirement System
ATTN: RTKL Exception
30 North Third Street, Suite 150
Harrisburg, PA 17101-1716

By fax: 717-237-0325

Please include a copy of the order or decree with your form or send it to SERS at your earliest convenience.

Here are some important things to keep in mind:

- You can review exceptions at *http://OpenRecords.state.pa.us.* Select "Right to Know Law" from the left-hand navigation then click on the PDF or text link that follows "Effective January 1, 2009." Exceptions are generally provided in section 708 of the law. In rare cases, we believe that the exception most likely to apply to SERS members would be the "personal security" exception.
- If you are currently protected, if you become protected by a judicial order at any point in the future, or if an order changes for any reason, you should provide SERS with up-to-date documentation so we can include it in your file.
- SERS receives hundreds of right-to-know requests each year. Given the volume and response timeframes mandated by law, SERS does not notify members of every request that includes disclosure of one or more home addresses.
- SERS reserves the right to review and assess the documentation you submit and to determine whether it is sufficient evidence that your home address should not be disclosed.
- SERS will provide you with a letter either accepting or denying your request upon evaluation of your documentation.
- If you do not believe that any exceptions apply to you, you do not need to contact SERS.

Printed Name _____

____ **YES.** There is a judicial order or decree related to my personal security or restricting disclosure of my address.
- ❑ A copy of the order or decree is attached.
- ❑ I will send SERS a copy of the order or decree as soon as possible.

The order was issued by _____ **on** _____.
Issuing Court — Date

Social Security Number _____

Signature _____ _____
Date