

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

FOR MUNICIPAL USE ONLY

Date Received _____ Date of Response _____

SEE INSTRUCTIONS ON THE OTHER SIDE

NAME: _____

ADDRESS: _____

TELEPHONE (DAY): _____

EMAIL ADDRESS: _____

Information Requested:

Copy of Minutes: [Specify board/entity, date, topic, or other identifying information]

Copy of Ordinance/Resolution: [Specify date, number or other identifying information]

Police/Accident Report Fee _____
Identify Accident _____

License Information [Specify] _____

Other [Specify] _____

Information on a Specific Property:

Address _____

Block _____ Lot _____

Municipal Lien Search Fee \$10.00

List of Property Owners within 200' Fee _____
Provided in *N.J.S.A. 40:55D-12*, the fee is the greater of \$.25 per name or \$10.00

A request for access to or for a copy of Government Records should be submitted on this form which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. In general:

- Immediate access is ordinarily available for budgets, bills, vouchers, contracts, including collective bargaining agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meeting will be generally available after the minutes have been approved
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: \$0.05 for letter size copies \$0.07 for legal size copies for a police accident report there is an additional fee when the request is not made in person of \$5.00 for the first three pages and \$1.00 for each additional page as provided by *N.J.S.A. 39:4-131*.
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where legal determination must be made as to whether records are public records as provided by law, the request will be reviewed by the Municipal Attorney.

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offence under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining to the victim or victim's family as provided by *N.J.S.A. 47:1A-1 et seq.*

This form, when signed by the Municipal Clerk shall constitute a receipt for any deposit received.

Estimated number of pages: _____

Estimated Cost: _____

Deposit: _____
[Required when anticipated cost exceeds \$5.00]

The information will be ready on: _____

Date

Applicant signature

Date

Municipal Clerk