



**City Clerk's Office**  
**Government Records Request Form**  
**Phone No. 609-266-7600 Ext. 220/Fax No. 609-266-6448**

**Important Notice**

The second page of this form contains important information related to your rights concerning government records. Please read it carefully.

**Requestor Information – Please Print**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Circle One: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dependent upon request.

Record request information: to expedite the request, be as specific as possible in describing the records being requested.  
Also, please include the type of access requested (copying or inspection), and if date, the medium requested.

**Payment Information**

**Select Payment Method**

Extra service fees: \_\_\_\_\_

Fees: Pages 1-10 @ \$0.75

Pages 11-20 @ \$0.50

Pages 21 - @ \$0.25

Delivery: Delivery / postage fees \_\_\_\_\_

Additional depending upon delivery type \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_

BLOCK: \_\_\_\_\_ / LOT: \_\_\_\_\_

**Agency Use Only**

Est. Document Cost \_\_\_\_\_

Final Cost \_\_\_\_\_

Est. Delivery Cost \_\_\_\_\_

Total est. cost \_\_\_\_\_

Deposit amount \_\_\_\_\_

Estimated balance \_\_\_\_\_

Deposit date \_\_\_\_\_

**Agency Use Only**

**Disposition Notes**

Custodian: If any part of the request cannot be delivered in seven business days detail reasons here.

In Progress: \_\_\_\_\_

Partial: \_\_\_\_\_

In Full: \_\_\_\_\_

Denied: \_\_\_\_\_

**Agency Use Only**

**Tracking Information**

Tracking # \_\_\_\_\_

Total \_\_\_\_\_

Rec'd Date \_\_\_\_\_

Deposit \_\_\_\_\_

Ready Date \_\_\_\_\_

Balance Due \_\_\_\_\_

Total Pages \_\_\_\_\_

Balance Paid \_\_\_\_\_

Records Provided \_\_\_\_\_

Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Requesting Access to Government Records Under the New Jersey Open Public Records Act. (N.J.S.A. 47:1A-1 et seq.)**

1. This form should only be used to submit requests to the City Clerk's Office.
2. Complete and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the *City of Brigantine*, that officer or employee may not have the authority to accept your request form on behalf of the *City of Brigantine* and your request will be directed to the appropriate division custodian. The seven day response time will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the *City of Brigantine* request form, or attempt to make a request for access by telephone or fax; the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by check or money order payable to the *City of Brigantine*.
5. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
6. *You may be charged a 50% or other deposit when a record for copies exceeds \$25.* The custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
7. If an individual requests a record from the City of Brigantine in a medium not routinely used by the City of Brigantine or not routinely developed or maintained by the City of Brigantine or requiring a substantial amount of manipulation or programming of information technology by the City of Brigantine, said requestor shall be charged in addition to the actual costs of duplication a special charge in the amount of \$25.00 per hour or the actual hourly rate of the employee or the employees performing said function, per hour, whichever is less.
8. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense and who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
9. By law, the *City Clerk's Office* must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
10. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
11. If the *City of Brigantine* is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
12. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
13. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the *City of Brigantine* to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511 by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at [grc@dea.state.nj.us](mailto:grc@dea.state.nj.us), or at their web site at [www.nj.gov/grc](http://www.nj.gov/grc). The Council can also answer other questions about the law.
14. Information provided on this form may be subject to disclosure under the Open Public Records Act.