

# \_\_\_\_\_

Received: \_\_\_\_\_

Due: \_\_\_\_\_

Completed: \_\_\_\_\_



## City Clerk's Office Government Records Request Form

**Phone 609-266-7600 ext. 220 or ext. 221 / Fax 609-266-6448**

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: \_\_\_\_\_

Email: \_\_\_\_\_

### Payment Information

- Fees Letter size pages - \$0.05 per page  
Legal size pages - \$0.07 per page  
Other materials (CD, DVD, etc) – actual cost of material
- Delivery Delivery / postage fees additional depending upon delivery type.
- Extras Special service charge dependent upon request.

**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: \_\_\_\_\_

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

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

Please use this space for information requested :

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

The form should only be used to submit requests to the City Clerk's Office.

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 does have the authority to accept your request form on behalf of the City of Brigantine and your request will be directed to the appropriate custodian. The seven-day response time will not commence until the proper custodian reviews the request to determine if it is completed.

1. The fees for duplication of a government record are located on the front of the form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the City of Brigantine.
2. 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 email address is required. Where contact is not necessary, anonymous requests are permitted.
3. You may be charged a 50% or other deposit when a request for copies exceeds \$50.00. The City of Brigantine 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.
4. 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 technically 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 per hour or the actual hourly rate of the employee or employees performing said function, per hour, whichever is less.
5. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking governmental records containing personal information pertaining to the person's victim or the victim's family.
6. By law, the City of Brigantine must notify you that it grants or denies a request for access to government records within seven (7) business days after the custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction. You may agree with the custodian to extend the time for making the record available, or granting or denying the request.
7. You may be denied access to a government record if you request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
8. If the City of Brigantine is unable to comply with your request for access to a government record, the custodian will indicate the reason for denial on the request form and send you a signed and dated copy.
9. Except as otherwise provided by law or by agreement with the requestor, if the agency custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of your request.
10. If your request for access to a government record has been denied or unfilled within the seven (7) business days required 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 with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by email at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The GRC can also answer other questions about the law.