



**GOVERNMENT RECORDS REQUEST FORM**

COUNTY OF MERCER  
 County Counsel  
 640 South Broad Street  
 Trenton, NJ 08650

Mercer County  
 New Jersey

(609) 989-6513 Phone  
 (609) 392-8625 Fax

**Important Notice**

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

**Requestor Information – Please Print**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Business Hours Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On Site Inspect \_\_\_\_\_

**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 under the laws of New Jersey, any other state, or the United States.

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

**Payment Information**

Maximum Authorization Cost \$ \_\_\_\_\_

Select Payment Method

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

Fees: Pages 1-10 @\$0.75  
 Pages 11-20 @\$0.50  
 Pages 21 - @\$0.25

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Extraordinary service fees 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 data, the medium requested.

**AGENCY USE ONLY**

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Est. Document Cost	_____	<b>Disposition Notes</b> Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.	<b>Tracking Information</b> Tracking # _____ Rec'd Date _____ Ready Date _____ Total Pages _____		<b>Final Cost</b> Total _____ Deposit _____ Balance Due _____ Balance Paid _____
Est. Delivery Cost	_____		<b>Records Provided</b>		
Est. Extras Cost	_____				
Total Est. Cost	_____		_____ _____		
Deposit Amount	_____		_____ _____		
Estimated Balance	_____		_____ _____		
Deposit Date	_____	In Progress - Open _____ Denied - Closed _____ Filled - Closed _____ Partial - Closed _____	_____ _____		
		<b>Custodian Signature</b>		<b>Date</b>	

1. This form should only be used to submit records requests to the **County of Mercer, County Counsel's Office**.
2. In order to request access to government records under OPRA, you must complete all the required portions of the (dated) request form. You may deliver it in person during regular business hours, mail or fax the request to (609) 392-8625. Your request is not considered filed until the appropriate department/division that holds the original record has received a completed request form from the **County Counsel's Office**. If you submit the request form to any other officer or employee of the **County of Mercer**, that officer or employee does not have the authority to accept your request form on behalf of the **County Counsel** and your request will not be considered filed until received by the **County Counsel's Office**. The seven business day response time will not commence until the proper department/division 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 **County of Mercer** 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 **County of Mercer**.
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 request for copies exceeds \$25. The **County Counsel** (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. 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 government records containing personal information pertaining to the person's victim or the victim's family.
8. By law, the **County Counsel** 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.
9. 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.
10. If the **County of Mercer** 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.
11. 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.
12. 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 **County of Mercer** 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@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 Council can also answer other questions about the law.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.