



**State of New Jersey
New Jersey Educational Facilities Authority
GOVERNMENT RECORDS REQUEST FORM**

Please submit form to:

NJEFA
Attn: Custodian of Public Records
103 College Road East
Princeton, NJ 08540-6612

Phone: 609-987-0880
Fax: 609-987-0850
E-mail: opra@njefa.com

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

Payment Information

| | |
|--|---|
| First Name _____ MI _____ Last Name _____ Company _____ Mailing Address _____ City _____ State _____ Zip _____ Email _____ Business Telephone: Area Code _____ Number _____ Ext. _____ Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____ Fax _____ Email _____ <p>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.</p> Signature _____ Date _____ | Maximum Authorization Cost \$ _____ Select Payment Method: Cash _____ Check _____ Money Order _____ Fees: Letter size @ \$0.05 Legal size @ \$0.07 Delivery: Delivery / Postage fees Additional depending Upon delivery type. Extras: Extraordinary service fees dependent upon request. |
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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.

AUTHORITY USE ONLY

| |
|--------------------------|
| Est. Document Cost _____ |
| Est. Delivery Cost _____ |
| Est. Extra Cost _____ |
| Total Est. Cost _____ |
| Deposit Amount _____ |
| Estimated Balance _____ |
| Deposit Date _____ |

AUTHORITY USE ONLY

| | |
|---|----------------|
| If any part of request cannot be delivered in seven business days, detail reasons here. | |
| Denied | - Closed _____ |
| Filled | - Closed _____ |
| Partial | - Closed _____ |

AUTHORITY USE ONLY

| Tracking Information | Final Cost |
|----------------------------|--------------------|
| 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.) (OPRA)

1. This form should only be used to submit records requests to the New Jersey Educational Facilities Authority (**NJEFA**).
2. In order to request access to government records under OPRA, you must complete all the required portions of and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the **NJEFA's** Custodian of Public Records (Custodian). Your request is not considered filed until the **NJEFA's** Custodian has received a completed request form. If you submit the request form to any other officer or employee of the **NJEFA**, that officer or employee may not have the authority to accept your request form on behalf of the **NJEFA** and your request will be directed to the Custodian. The seven business day response time will not commence until the **NJEFA's** Custodian reviews the request to determine if it is complete.
3. Only requests submitted on this form to the **NJEFA's** Custodian will be considered official requests under the Open Public Records Act. Deadlines, restrictions and remedies will not apply to requests unless submitted to the **NJEFA** on this form.
4. If it is necessary for the 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.
5. The fees for duplication of a government record in printed form are listed on the first page 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.
6. *You may be charged a 50% or other deposit when a request for copies exceeds \$25.* **NJEFA's** Custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. All payments shall be made by check or money order payable to the **NJEFA** and all fees assessed shall be paid in full in advance of the **NJEFA's** release of copies of public 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 **NJEFA** must notify you that it grants or denies a request for access to government records within seven business days after the Custodian 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 **NJEFA** 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 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 **NJEFA** 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, or at their website at www.state.nj.us/grc. The GRC 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.

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