

**NEW JERSEY TURNPIKE AUTHORITY
GOVERNMENT RECORDS REQUEST FORM**

Important Notice
 This form contains important information related to your rights to request government records. Please read it carefully.
 Please print this form, complete all required data and submit by mail to:
 Records Custodian, New Jersey Turnpike Authority, P.O. Box 5042, Woodbridge, NJ 07095-5042 or
 Submit via fax to (732) 750-5384 or (732) 750-5387

Requestor Information – Please Print or Type Clearly

First Name _____ MI _____ Last Name _____
 Company _____
 Mailing Address _____
 City _____ State _____ Zip _____ E-Mail _____
 Business Hours Telephone: Area Code _____ Number _____ Extension _____
 Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspection _____
 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 or any other state of the United States.
 Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____
 Select Payment Method
 Cash ___ Check ___ Money Order ___
 Fees:
 Pages 1-10 @ \$.75 per page
 Pages 11-20 @ .50 per page
 Pages 21 - @ \$.25 per page
 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 required (copying, inspection or examination); and if data, the medium requested.

AUTHORITY USE ONLY
 Est. Document Cost _____
 Est. Delivery Cost _____
 Est. Extras Cost _____
 Total Est. Cost _____
 Deposit Amount _____
 Estimated Balance _____
 Deposit Date _____

AUTHORITY USE ONLY
 Custodian: If any part of request cannot be delivered in 7 days, detail reasons here.

 In Progress – Open _____
 Denied – Closed _____
 Filed – Closed _____
 Partial – Closed _____

AUTHORITY USE ONLY
 Tracking Information Final Cost _____
 Tracking #: _____ Total: _____
 Rec'd. Date _____ Deposit: _____
 Ready Date _____ Bal. Due: _____
 Total Pages _____ Bal. Paid: _____
 Records Provided _____

 Custodian Signature _____ Date _____

New Jersey Open Public Records Act (N.J.S.A. 47:1A-1, et. seq.)

1. State law requires that in order to request access to government records, you must complete all the required portions and date this request form and deliver it in person during regular business hours, by mail, fax or electronically to the Records Custodian. Your request is not considered filed until the Records Custodian has received the request form. If you submit the request form to any other officer or employee of the *New Jersey Turnpike Authority*, that officer or employee does not have the authority to accept your request form on behalf of the *New Jersey Turnpike Authority*, and you will be directed to the Custodian.

2. The Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request if (a) you submit a request for access to government records to someone other than the Custodian, (b) do not complete the *New Jersey Turnpike Authority* request form, or (c) attempt to make a request for access by telephone or fax.

3. The fees for photocopies of a government record 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 cash, check or money order payable to the New Jersey Turnpike Authority.***

4. ***A 50% deposit must accompany requests with estimated fees exceeding \$25.*** Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.

5. By State law, a custodian must deny access to a person who is convicted of an indictable offense in New Jersey, any other state, or the United States, who is seeking government records containing personal information pertaining to the person's victim or the victim's family.

6. By law, the *New Jersey Turnpike Authority* must notify you that it grants or denies a request for access to government records within 7 business days after the Records 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 7 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.

7. 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.

8. If the *New Jersey Turnpike Authority* 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.

9. Except as otherwise provided by law or by agreement with the requester, if the Records Custodian fails to respond to you within 7 business days of receiving a request form, the failure to respond will be considered a denial of your request.
10. 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 *New Jersey Turnpike Authority* 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 e-mail at GRC@dca.state.nj.us, or at their website at www.state.nj.us/grc. The Council can also answer other questions about the law.
11. Information provided on this form may be subject to disclosure under the Open Public Records Act.
12. The following is the mailing address for the Records Custodian of the *New Jersey Turnpike Authority*:

Records Custodian
NEW JERSEY TURNPIKE AUTHORITY
P.O. Box 5042
Woodbridge, NJ 07095-5042