



State of New Jersey
New Jersey Board of Public Utilities
GOVERNMENT RECORDS REQUEST FORM
www.nj.gov/bpu

Important Notice

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.
In addition please note that you may complete and submit requests electronically on the Internet at www.nj.gov/opra/

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____
 Company _____
 Mailing Address _____
 City _____ State _____ Zip _____ Email _____
 Business Hours Telephone: Area Code _____ Number _____ Extension _____
 Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____
Check 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: Letter size - 10¢ /page
 Legal size - 15¢ /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 requested (copying or inspection); and if data, the medium requested.

Docket Number: _____ **Agenda Date & Item:** _____

STATE USE ONLY

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

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

In Progress - Open _____
 Denied - Closed _____
 Filled - Closed _____
 Partial - Closed _____

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.)

1. 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 to the appropriate custodian of the record requested. This form is also available for electronic filing at www.nj.gov/opra/. Your request is not considered filed until the appropriate custodian of the record requested has received the request form. If you submit the request form to any other officer or employee of the Board of Public Utilities, that officer or employee does not have the authority to accept your request form on behalf of the Board of Public Utilities and you will be directed to the appropriate custodian.
2. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the Board of Public Utilities 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.
3. The fees for duplication of a government record in printed form are listed on the front of this document. 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 State of New Jersey.*
4. A 50% deposit may be required for 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 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.
6. Under OPRA, the Board of Public Utilities must notify you that it grants or denies a request for access to government records within 7 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 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 Board of Public Utilities 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 custodian of the record requested 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 Board of Public Utilities 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 its web site at www.state.nj.us/grc. The Council is also available to 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 Board of Public Utilities Records Custodian may be contacted at:

Records Custodian
Board of Public Utilities
P.O. Box 350
Trenton, NJ 08625-0350
609-292-1599
records.custodian@bpu.state.nj.us