

OFFICE OF CORRECTIONS OMBUDSPERSON
P.O Box 855 Trenton, New Jersey 08625

REQUEST FOR ASSISTANCE FORM

The Office of the Corrections Ombudsperson (OCO) is an independent and neutral agency committed to protecting the safety, health, and well-being of individuals incarcerated in New Jersey state prisons. We address both individual and systemic issues by conducting independent observations, reviewing records, asking questions, making referrals, recommending improvements, publishing reports, and providing information. While we offer guidance on NJDOC policies and advocate for improvements, we do not have the authority to change policies, provide legal advice, or mandate specific medical treatment. We can evaluate concerns related to medical care but cannot diagnose conditions or require particular courses of treatment.

Before contacting us, please first attempt to resolve the issue through the NJDOC inquiry and grievance system. These actions become part of the Department’s permanent records and may help protect your legal rights if further action is needed.

For urgent health or safety concerns, please alert NJDOC staff immediately.
Phone: 555-555-5555 Office hours: (8:00am – 4:00pm)

INCARCERATED PERSON INFORMATION

NAME SBI # STATE#
INSTITUTION HOUSING UNIT DATE

NATURE OF REQUEST:

Date of Incident: Place of Incident:
JPay Inquiry / Grievance submitted MR – 007 Submitted

Briefly and clearly describe your concern. Please submit only one form or make one phone call per issue. Use additional paper if needed:
Describe previous attempts to resolve the issue, including reference numbers and the names of staff with whom you have discussed the concern.

OCO staff attempt to respond in a timely manner.
Please have patience as we work to resolve your concern. Sending duplicate requests will not expedite a response.