



New Jersey Government Records Request Form

REQUEST NUMBER:

New Jersey Office of the Attorney General • Department of Law and Public Safety

Important Notice

The second page of this form contains important information related to your rights to access government records. Please read it carefully. In addition, please note that:

- 1) At the present time we cannot accept credit cards for payment;
- 2) Our Web site www.nj.gov/oag/opra provides

Payment Method and Authorization

Select Payment Method:

- Cash
- Check
- Money Order

Maximum Authorized Cost:

\$ _____

Duplication Fees:

Letter (8.5"x11") \$.05 each

Legal (8.5"x11") \$.07 each

Electronic Records shall be provided free-of-charge but, you may be charged for cost of media, programming, clerical, supervisory assistance and/or substantial use of information technology.

Requestor Information *See page 2 for Important Information. Please Print*

First Name _____ MI _____ Last Name _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____

Daytime Phone: Area Code _____ Number _____ Extension _____

Preferred Delivery Method: Pick Up US Mail On-Site Review E-mail

Under Penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE** **HAVE NOT** been convicted of an indictable offense under the laws of the State of New Jersey, or any other state, or the United States. *(please check one)*

Signature _____ Date _____

Record Request Information

See page 2 for Important Information. To expedite your request be as specific as possible. Attach additional pages as necessary.

Submit Your Request

Via US Mail:

*Your completed form may be **mailed** to the appropriate records custodian. See page 2 for address information.*

Mark your envelope:
Attention Records Custodian

Via Hand Delivery:

*Your completed form may be **hand delivered** to the appropriate records custodian. See page 2 for address information.*

Via the Internet:

*You may complete and submit an **electronic version** of this form on the internet at:*

www.nj.gov/oag/opra



OAG-LPS OPRA (Open Public Records Act) Information

New Jersey Office of the Attorney General • Department of Law and Public Safety

1. State Law requires that in order to request access to government records, you must complete, sign and date a written request for access and deliver it in person or by mail during regular business hours to the appropriate custodian of the record requested. You may also complete and submit a web enabled version of this request form at www.nj.gov/opra. OAG-L&PS will not accept submission of a written request for access by fax or email. Your request is not considered filed until the written request has been received by the appropriate custodian of the record requested. If you submit a written request to any other officer or employee of OAG-L&PS, that officer or employee does not have the authority to accept your request on behalf of OAG-L&PS and you will be directed to the appropriate division custodian. Additional information, custodian email addresses and agency information links can be found at the above site.

2. If you 1) submit a request for access to government records to someone other than the appropriate custodian; or 2) do not complete a written request containing the information required in this form; or 3) make a request for access by telephone, email 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 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 State of New Jersey.

4. Requests with estimated fees exceeding \$25 may require a 50% deposit. 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, OAG-L&PS 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 or archived. If the record requested is not currently available or is in storage or archived, 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 granting or denying your request or making records available.

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 OAG-L&PS is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial in writing and send you a signed and dated copy.

9. Except as otherwise provided by law or by agreement with the requestor, if the custodian of the record requested fails to respond to you within 7 business days of receiving a written, signed request for access, 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 unfiled within the time permitted by law, you have a right to challenge the decision by OAG-L&PS to deny access. At your option, you may either file a complaint in writing with the Government Records Council (GRC) located in the Department of Community Affairs or institute a proceeding in the Superior Court of New Jersey. You may contact the GRC at 866-850-0511 (toll free) or 609-292-6830 or online at www.nj.gov/grc

11. Information provided on this form may be subject to disclosure under the Open Public Records Act.

Records Custodian Contact Information for each OAG-L&PS Agency

Agency	Mail Address	Street Address	Floor	City	Zip	Phone
Office of the Attorney General	PO Box 081	25 South Market Street	3rd	Trenton	08625	609-984-6112
Division of Alcoholic Beverage Control	PO Box 087	140 East Front Street	5th	Trenton	08625	609-984-2692
Division on Civil Rights	PO Box 089	140 East Front Street	6th	Trenton	08625	609-984-3136
Division of Consumer Affairs	PO Box 45027	124 Halsey Street	7th	Newark	07101	973-424-8111
Division of Criminal Justice	PO Box 085	25 South Market Street	5th	Trenton	08625	609-984-6500
Division of Gaming Enforcement	PO Box 047	140 East Front Street	8th	Trenton	08625	609-633-7158
Division of Highway Traffic Safety	PO Box 048	140 East Front Street	7th	Trenton	08625	609-633-9222
Office of Homeland Security and Preparedness	PO Box 091	1200 Negron Drive	-	Hamilton	08691	609-584-4079
Division of Law	PO Box 112	25 South Market Street	1st	Trenton	08625	609-984-4943
NJ Racing Commission	PO Box 088	140 East Front Street	4th	Trenton	08625	609-292-0613
Division of State Police	PO Box 7068	Headquarters, River Rd.	Bldg. 15	W. Trenton	08628	609-882-2000 ext. 6581
Election Law Enforcement Commission	PO Box 185	28 West State Street	13th	Trenton	08625	609-292-8700
Juvenile Justice Commission	PO Box 107	1001 Spruce St., Ste. 202	2nd	Trenton	08625	609-292-2288
State Ethics Commission	PO Box 082	28 West State Street	14th	Trenton	08625	609-292-1892