

REFERENCE REQUEST

DIVISION of REVENUE and ENTERPRISE SERVICES
RECORDS STORAGE CENTER
PO BOX 661, 2300 Stuyvesant Avenue
Trenton, N.J. 08625 (609) 530-3220 (FAX)

AGENCY NAME AND ADDRESS

REQUESTER NAME

AUTHORIZATION
NO.

REQUEST DATE

PHONE NO.

DESCRIPTION OF REQUESTED FILE, DOCUMENT, ETC.

RECORD CENTER LOCATION NUMBER

REQUEST TYPE

VISIT

TELEPHONE

MAIL

SERVICE TYPE

WITHDRAWL - TEMP.

WITHDRAWL - PERM.

DELIVERY TYPE

R.S.C. DRIVER

AGENCY PICK-UP

RECORD STATUS

RETRIEVED

NOT IN BOX

PREVIOUSLY CHARGED OUT TO:

RECEIVED BY (Signature)

AUTHORIZATION NO.

DATE RECEIVED

DATE RETURNED TO FILE

INITIALS