



CITY OF PERTH AMBOY
260 High St. Perth Amboy, NJ 08861
 Phone (732) 826-0290 Fax (732) 826-1160
GOVERNMENT RECORDS REQUEST FORM



Important Notice

The attached form contains important information related to your rights concerning government records. Please read it carefully.

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 _____
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, any other state, or the United States.
 Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____
Select Payment Method
 Cash _____ Check _____ Money Order _____
Fees :
\$0.10 Per Page
Property & 200' Owners List \$10.00
Video Recordings: \$1.00
Audio Recordings: \$1.00
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.

Document Requested: (Please circle one: COPY or INSPECTION)

- Minutes _____
- Ordinance/Resolution _____
- Property Owners List: Address _____ Block _____ Lot _____
- Certified 200' Property Owner's List: Address _____ Block _____ Lot _____
- Municipal Lien Search: Address _____ Block _____ Lot _____
- Other: _____

AGENCY USE ONLY

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Disposition Notes

Tracking Information

Final Cost

Due Date: _____	Total Pages _____
Cash/Check: _____	Total Fee _____
Check # _____	Deposit _____
Amount _____	Receipt # _____

Sent to : _____

Records provided : _____

Custodian Signature _____

Date _____

Please read this section carefully.

1. This form should only be used to submit records requests to the *Clerk's Office at the City of Perth Amboy*.
2. 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, fax to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the *City of Perth Amboy*, that officer or employee may not have the authority to accept your request form on behalf of the *City of Perth Amboy* and your request will be directed to the appropriate division custodian. **The seven business day response time will not commence until the proper custodian reviews the request to determine if it is complete.**
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the *City of Perth Amboy* 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.
4. 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 check or money order payable to the *City of Perth Amboy*.
5. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
6. ***You may be charged a 75% or other deposit when a request for copies exceeds \$5.*** The *Records* custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
7. ***For Municipal Lien Search allow 15 days.***
8. Under OPRA, 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.
9. By law, the *City of Perth Amboy* must notify you that it grants or denies a request for access to government records within seven 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 seven 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.
10. 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.
11. If the *City of Perth Amboy* 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.
12. 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 seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
13. 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 *City of Perth Amboy* 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 their web site at www.state.nj.us/grc. The Council can also answer other questions about the law.
14. Information provided on this form may be subject to disclosure under the Open Public Records Act.