



## County of Monmouth Governmental Records Request Form

New Jersey law (C.47:1A-1 et seq), effective July 8, 2002, provides that certain government records shall be made available to the public for inspection, examination, and copying. Records requesters are required to complete this form and submit the same to the custodian of records. The custodian is required to provide the requestor with a signed and dated copy of the original form and indicate to the requestor the date that the record shall be available. Access to the government record shall be granted or denied by the custodian as soon as possible but not later than seven (7) business days or the custodian shall inform the requester within seven (7) business days as to when the same will be made available or denied. If the requested record, or a part thereof, will not be produced by the custodian the reason shall necessarily be stated on this form. If the requestor believes their request has been unlawfully denied, requester retains the right to appeal custodian's decision to the New Jersey Government Records Council or directly to the New Jersey's Superior Court, Monmouth County. The New Jersey's Government Record Council is available online at [www.nj.gov/grc](http://www.nj.gov/grc).

### Requester Information

Requester's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Description of Government Record Sought and type of access (examination, inspection, copying):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medium requested:

Paper Copy

Other (Please Specify) \_\_\_\_\_

Has requester ever been convicted of an indictable offense? (An affirmative answer to this question may serve as a grounds to deny records request)

YES

NO

**Custodian Information (To be filled out by Custodian)**

Name: \_\_\_\_\_

Department \_\_\_\_\_

Date Received Request \_\_\_\_\_

Requested Records will be available:  Yes  No

If yes, requested record will be available on this date: \_\_\_\_\_

If no, list reasons for custodian's denial and date of denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Denial: \_\_\_\_\_

Fees charged for processing record request:

Letter size copies: \$.05 cents per page

Legal size copies: \$.07 cents per page

Custodian reserves the right to charge special service fee for extraordinary requests and to require prepayment of fees and/or deposit.

Deposit required for special fee: \$ \_\_\_\_\_

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

Return Form to:

Geri Elias

1 East Main Street

Freehold, NJ 07728

Phone: 732-431-7460

Fax: 732-409-7540