



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. Record 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 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 requestor 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, requestor 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.

Requester Information

Requester's Name: _____

Address: _____

Phone Number: _____

Description of Government Record Sought:

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:

\$.05 per page for letter-sized copies

\$.07 per page for legal-sized copies

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

Deposit required for special fee: \$

Requester Signature _____

Date _____

Custodian Signature _____

Date _____