

**REQUEST FOR ACCESS TO
POLICE DEPARTMENT RECORDS**

As of July 8, 2002, all requests for access to Police Department Records becomes a Public Record. Therefore, the following information is required.

SEE INSTRUCTION ON OTHER SIDE

Name:

Address:

Telephone (Day)

Information Request:

() Police Accident Report
Identify Accident:

() Other (specify)

A request for a copy of Public Records should be submitted on this form which has been adopted by the Deputy Custodian of Records for requests related to Police Department Records. Some records will be immediately available during normal business hours. Some records will require time to locate and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute.

Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be:

1. Copies of reports which are non-criminal in nature: \$5 for the first three pages and \$1 for each page thereafter when a police report is ordered by mail. Copies of reports which are non-criminal in nature that are made on request and picked up at the Police Department will be \$1 per page.
2. Copies of accident reports are \$5 for the first three pages and \$1 for each page thereafter when such report is ordered by mail. Copies made on request and picked up at the Police Department will be \$1 per page.
3. Search fees in cases where a review of records is desired will be \$5 per record.
4. Viewing of a photograph or photographs of accident scenes will be \$2 per accident.
5. Photographic reprints, 5x7 inches only, will be \$15 for each print.
6. Fingerprints for other than criminal and firearms applicants will be \$10 per set.
7. Each Combat Auto Theft (CAT) program permit will be \$5.
8. All cassette tape copies will be \$30.
9. Breathalyzer ampoules, \$15 per ampoule.
10. Procurement of each discovery, \$20 per discovery

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not

include employee personnel files, police investigation records, or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq. A person commits a crime if he/she makes a written false statement on a form bearing notice, authorized by law, under NJS 2C:28-3.

This form, when signed by the municipal official, shall constitute a receipt for any deposit received.

The information requested will be ready on

Number of Pages

Cost

Deposit

Applicant _____

Municipal Official _____

Date: _____

Date: _____

Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

PUBLIC RECORDS REQUEST RESPONSE

To:

Date:

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq. If your request has been denied, a statement of procedures for the appeal will be attached.

_____ Date

_____ Municipal Custodian of Records

ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

_____ Date

_____ Applicant