



**Blaze Catania**  
Chief of Police

# DEPARTMENT OF POLICE EGG HARBOR TOWNSHIP

3515 BARGAINTOWN ROAD  
EGG HARBOR TOWNSHIP, NJ 08234-8321



(609) 926-4036  
FAX: 926-4004

### Important Notice

The reverse side of this 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: Pages 1-10 @\$0.75  
 Pages 11-20 @\$0.50  
 Pages 21 - @\$0.25  
 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.

[Large empty box for providing details of the record request]

#### AGENCY USE ONLY

Est. Document Cost \_\_\_\_\_  
 Est. Delivery Cost \_\_\_\_\_  
 Est. Extras Cost \_\_\_\_\_  
 Total Est. Cost \_\_\_\_\_  
 Deposit Amount \_\_\_\_\_  
 Estimated Balance \_\_\_\_\_  
 Deposit Date \_\_\_\_\_

#### AGENCY USE ONLY

**Disposition Notes**  
 Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open \_\_\_\_\_  
 Denied - Closed \_\_\_\_\_  
 Filled - Closed \_\_\_\_\_  
 Partial - Closed \_\_\_\_\_

#### AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
<b>Records Provided</b>			
_____		_____	
Custodian Signature		Date	

The term "public record" 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, public assistance files 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 law of this State, any other state of 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.**

**EGG HARBOR TOWNSHIP POLICE DEPARTMENT**  
**3515 Bargaintown Road, Egg Harbor Township, NJ 082234**  
**Telephone: 609-926-4036 Fax: 609-926-4004**

**PUBLIC RECORDS REQUEST RESPONSE**

To: \_\_\_\_\_

- Document(s) provided: \_\_\_\_\_ pages at a total cost of: \$ \_\_\_\_\_  
 Document(s) not provided - see below

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

<u>Privileged or Protected Category</u>	<u>Authority</u>
<input type="checkbox"/> Autopsy reports	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Child abuse or sex assault victim name or address	N.J.S.A. 2A:82-46b
<input type="checkbox"/> Court records - sealed	Executive Order No. 69
<input type="checkbox"/> Computer security information	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Criminal investigatory records	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Credit card numbers	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Grievance information with public employer	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Domestic Violence data	N.J.S.A. 2C:25-33
<input type="checkbox"/> Drivers' license numbers	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> DYFS information	N.J.S.A. 9-6-8.10
<input type="checkbox"/> Electronic surveillance materials	N.J.S.A. 2A:156A-19
<input type="checkbox"/> Emergency or security information or procedures	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Employee sexual harassment complaints	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Fingerprint cards	Executive Order No. 69
<input type="checkbox"/> Inter-agency or intra-agency advisory communications	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Internal affairs investigatory records	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Juvenile records	N.J.S.A. 2A:4A-60
<input type="checkbox"/> Labor negotiation information, strategy or positions	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Medical Examiner photographs	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Otherwise inappropriate material	Executive Order No. 69
<input type="checkbox"/> Pension and Personnel records	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Photographs	N.J.S.A. 47:1a-1.1, et. seq.; Executive Order No. 69
<input type="checkbox"/> Public Agency insurance communications	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Safety of persons or public	N.J.S.A. 47:1a-1.1, et. seq.; Executive Order No. 69
<input type="checkbox"/> Security measures and surveillance techniques	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Social Security numbers	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Unlisted telephone numbers	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Victim locations (Domestic Violence)	N.J.S.A. 2C:25-26c
<input type="checkbox"/> Victim records	N.J.S.A. 47:1a-1.1, et. seq.
<input type="checkbox"/> Record has been destroyed/not retained pursuant to:	Records Retention and Disposition Schedule, N.J. Dept. of State, Division of Archives Management
<input type="checkbox"/> Other	_____

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

\_\_\_\_\_  
Deputy Custodian of Records

\_\_\_\_\_  
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

1. This form should only be used to submit records requests to the ***Township of Egg Harbor***.
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 or electronically 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 ***Township of Egg Harbor***, that officer or employee may not have the authority to accept your request form on behalf of the ***Township of Egg Harbor*** 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 ***Township of Egg Harbor*** 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 ***Township of Egg Harbor***.
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 50% or other deposit when a request for copies exceeds \$25.*** The ***Township of Egg Harbor*** 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. 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.
8. By law, the ***Township of Egg Harbor*** 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.
9. 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.
10. If the ***Township of Egg Harbor*** 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.
11. 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.
12. 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 ***Township of Egg Harbor*** 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](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.