

Form 1



State of New Jersey
HAMMONTON POLICE DEPARTMENT
PUBLIC RECORDS REQUEST FORM
(N.J.S.A. 47:1A-1, et seq.)



Important Notice:

The attached pages of this form contain important information related to your rights concerning government records. Please read it carefully. A request for Public Records must be submitted to the Deputy Custodian of Records of the Hammonton Police Dept

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...
Signature Date

Payment Information

Maximum Authorization Cost: \$
Select Payment Method
Cash Check Money Order
Actual Cost of paper copies not to exceed:
Fees: Letter Size: @\$0.05 pp
Legal Size: @\$0.07 pp
Other than in person: Up to \$5.00
Depending on postage
Plus the above cost per page

A request for Public Records must be submitted to the above address, on this form which has been adopted by the HPD. The completed form must be submitted to the HPD Deputy of Custodian of Records. If your request is approved, it will take some time to compile the records and make the copies requested, but they will normally be available within seven business days pursuant to statute. If a document or copy which has been requested is not a public record pursuant to statute or if it can not be provided within seven business days, you will be provided with a response with that information within the seven business days. Pursuant to N.J.S.A. 47:1A-5c, this office may impose a reasonable special service charge if the nature, format, manner of collation, or volume of a government record is such that it cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate your request.

The terms "public record" and "government record" in New Jersey do not include:

- Criminal investigatory records
- Victim's records
- Inter-agency or intra-agency advisory, consultative, or deliberative material
- Emergency or security information or procedures for buildings or facilities
- Administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security
- Information regarding labor-management negotiations including statements of strategy or negotiating position
- Pension and personnel records in possession of this office

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.

[Empty box for Record Request Information]

MPPD USE ONLY

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

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

Tracking Information
General Call #
Rec'd Date
Ready Date
Total Pages
Total
Deposit
Balance Due
Balance Paid
Records Provided
Custodian Signature
Date