

CITY OF TRENTON  
GOVERNMENT RECORDS REQUEST FORM

*See Reverse Side for Important Information*

*Please Print*

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Daytime Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Ext. \_\_\_\_\_

Preferred Delivery: Pick-up \_\_\_\_\_ U. S. Mail \_\_\_\_\_

**Certification:** Under penalty of N.J.S.A. 2C:28-3, I certify that I have not been convicted of any indictable offense under the laws of this State, any other state or the United States and am not seeking government records containing personal information pertaining to the victim or the victim's family as provided by N.J.S.A. 47:1A-1, et seq.

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

**Requested Information**

*To Expedite Your Request, be as Specific as Possible*

\_\_\_\_\_  
\_\_\_\_\_  
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**For City of Trenton Use Only**

Tracking #	_____	Est. Document Cost	_____
Received Date	_____	Est. Delivery Cost	_____
Ready Date	_____	Est. Extras Cost	_____
Total Pages	_____	Total Est. Cost	_____
Documents Provided	_____	Deposit:	_____
		FINAL COST:	_____
		Balance Due	_____

The applicant hereby acknowledges receipt of a copy of this form with the date on which the requested information is expected to be available and the estimated cost.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## PUBLIC ACCESS TO GOVERNMENT RECORDS

1. State law requires that in order to request access to government records, you must complete, sign and date the request form adopted by the City of Trenton. Your request is not considered filed until the appropriate custodian of the record requested has received the request form. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete this request form, or attempt to make a request by telephone or fax, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
2. The fees for duplication of a government record in printed form are as follows: first to tenth page, \$0.75 per page; eleventh to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page. 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. Requests will be honored upon payment of fees.
3. 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 materials
  - Emergency or security information or procedures for buildings and 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
4. By State law, this office must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state or the United States, who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
5. 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.
6. The City of Trenton will notify you that it grants or denies a request for access to government records within seven (7) business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage or archived. If the record requested is not currently available or is in storage or archived, the custodian will advise you within seven (7) business days when the record can be made available and the estimated cost. If this office is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request response form and send you a signed and dated copy.
7. If your request for access to a government record has been denied or unfiled within the time permitted by law, you have a right to challenge the decision by the City of Trenton 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) in the Department of Community Affairs.
8. Information provided on this form may be subject to disclosure under the Open Public Records Act.