

# State of New Jersey Office of the Secretary of Higher Education Government Records Request Form

**Important Notice:**

The reverse of this form contains important information related to your rights to request government records. Please read it carefully.

**Requester Information: (Please Print - see reverse side for important information)**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last name: \_\_\_\_\_

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

e-mail Address: \_\_\_\_\_

Business Hours Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Fax # (if applicable): ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Preferred Delivery: Pick-up \_\_\_\_\_ US Mail \_\_\_\_\_ On site inspection \_\_\_\_\_

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 or any other state or the United States.

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

**Payment Information:**

Maximum Authorized Cost:

\$ \_\_\_\_\_

Select Payment Method:

Cash \_\_\_\_\_

Check \_\_\_\_\_

Money Order \_\_\_\_\_

Fees: letter @ \$0.05 per  
legal @ \$0.07 per

Delivery: Delivery/postage fees additional depending upon delivery type

Extras: Extraordinary service fees dependent upon request

**Record Request Information: (To expedite your request be as specific as possible in describing the records requested.)**

**STATE USE ONLY**

Estimated Document Cost: \$ \_\_\_\_\_

Estimated Delivery Cost: \$ \_\_\_\_\_

Estimated Extra Cost: \$ \_\_\_\_\_

Total Estimated Cost: \$ \_\_\_\_\_

Deposit Amount: \$ \_\_\_\_\_

Estimated Balance: \$ \_\_\_\_\_

Deposit Date: \_\_\_\_\_

**STATE USE ONLY**

**Disposition Notes:**

Custodian: if any part of request cannot be delivered in seven (7) business days detail reasons here; attach additional notes if necessary.

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

**STATE USE ONLY**

**Tracking Info:**

Tracking #: \_\_\_\_\_

Received Date: \_\_\_\_\_

Ready Date: \_\_\_\_\_

Total Pages: \_\_\_\_\_

**Finalized Cost:**

Total: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_

Balance Paid: \$ \_\_\_\_\_

Records Provided (attach additional notes if necessary): \_\_\_\_\_

\_\_\_\_\_  
Custodian Signature

\_\_\_\_\_  
Date

**\*SUBMIT VIA E-MAIL**

\*To complete your OPRA request, click the "Submit" button.

1. All government records are subject to public access under the Open Public Records Act ("OPRA"), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the Office of the Secretary of Higher Education, that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian. N.J.S.A. 47:1A-5.h. The completed form may be attached and emailed to the Office of the Secretary of Higher Education's OPRA custodian at [njhe@njhe.state.nj.us](mailto:njhe@njhe.state.nj.us) or sent by mail to OPRA Custodian, Office of the Secretary of Higher Education, 10<sup>th</sup> Floor, 1 John Fitch Plaza, Trenton, N.J. 08625-0542. Any mailed OPRA request is not considered received until it is opened and time-stamped by the agency.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original 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 service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to "The State of New Jersey."
5. ***You may be charged a 50% or other deposit when a request for copies exceeds \$25.*** The Office of the Secretary of Higher Education OPRA custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. 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. This includes anonymous requests for said information.
7. By law, the Office of the Secretary of Higher Education must notify you that it grants or denies a request for access to government records within seven (7) business days after the agency custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
8. 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.
9. If the Office of the Secretary of Higher Education 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 or other written correspondence and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the agency custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is deemed denial of your request.
11. If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the Office of the Secretary of Higher Education to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. 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. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.