

**STATE OF NEW JERSEY
STATE PAROLE BOARD
GOVERNMENT RECORDS REQUEST FORM**

Important Notice

Page 3 of this form contains important information related to your rights concerning government records. Please read it carefully.

Requester Information – Please Print

Payment Information

Name:
First _____ MI _____
Last _____
Company: _____
Street Address: _____
PO Box: _____ Apt./Rm.#: _____
City _____
State _____ Zip _____
E-mail _____
Facsimile No.: _____
Telephone:
Business: Area Code _____ Number _____ Extension _____
Home: Area Code _____ Number _____
Preferred Delivery: (CHECK ONE)
 Pick Up US Mail On Site Inspect Fax E-mail
Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of
(circle one)
any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature _____

Date _____

(Requester to Complete)

Maximum Authorization Cost:
\$ _____

Select Payment Method (check one)*
 Cash (in person pick up only)
 Check
 Money Order

* Do not send payment until you are notified of the fee for your request.

Fees:
Letter size pages: \$.05 per page
Legal size pages: \$.07 per page

Delivery:
Delivery / postage fees additional depending upon delivery type.

Extras:
Extraordinary service fees dependent upon request.

Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

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.
(Please Print)

STATE USE ONLY	STATE USE ONLY	STATE USE ONLY
Est. Document Cost: _____	In Progress: _____	Tracking Information - Final Cost
Est. Delivery Cost: _____	Open: _____	Tracking # _____
Est. Extras Cost: _____	Denied: _____	Total: _____
Total Est. Cost: _____	Closed: _____	Rec'd Date: _____
Deposit Amount: _____	Filled: _____	Deposit: _____
Estimated Balance: _____	Closed: _____	Ready Date: _____
Deposit Date: _____	Partial: _____	Balance Due: _____
	Closed: _____	Total Pages: _____
		Balance Paid: _____

Request cannot be completed within seven days: _____

Request Denied – Reason: _____

Records Provided: _____

Custodian Signature: _____ Date: _____

Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. In order to request access to government records under the Open Public Records Act, 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 or fax to the custodian of records for the New Jersey State Parole Board. Your request is not considered filed until the custodian of records has received a completed request form. If you submit the request form to any other officer or employee of the New Jersey State Parole Board, that officer or employee does not have the authority to accept your request form on behalf of the New Jersey State Parole Board and you will be directed to the custodian of records.
2. If you submit a request for access to government records to someone other than the custodian of records, do not complete the New Jersey State Parole Board 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.
3. The fees for duplication of a government record in printed form are listed on page one of this form. The custodian of records 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 cash (in-person pickup only), certified check or money order*** payable to the **Treasurer of the State of New Jersey**.
4. If it is necessary for the custodian of records to contact you concerning your request, providing identifying information, such as your name, address and telephone number, is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
5. After filing your request, you will be advised of the fees due for your request.
6. Under the Open Public Records Act, 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 victim or the family of the victim of an offense committed by the person.
7. By law, the New Jersey State Parole Board 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.
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 New Jersey State Parole Board 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.
10. Except as otherwise provided by law or by agreement with the requester, if the custodian of records 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.
11. 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 New Jersey State Parole Board 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, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the Open Public Records Act.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.
13. The request for a government record should be submitted to the custodian of records of the New Jersey State Parole Board at:

New Jersey State Parole Board
Custodian of Records
171 Jersey Street, Bldg #1
PO Box 862
Trenton NJ 08625
FAX (609) 292-4493