Borough of Allendale
Municipal Building
500 West Crescent Avenue
Allendale, NJ 074011

REQUEST FOR ACCESS TO GOVERNMENT RECORDS
O.P.R.A REQUEST

FOR MUNICIPAL USE ONLY

Date Received: Date of Response:

SEE INSTRUCTIONS ON THE OTHER SIDE

Name: _____

Address: _____

_____

Telephone (day) _____

Information Requested:

(____) **Copy of Minutes** (specify board or entity, date, topic or other indentifying information)

_____

_____

(____) **Copy of Ordinance or Resolution** (specify date, number or other identifying information)

_____

_____

(____) **Police Accident Report** **Fee:** _____
Identify Accident: _____

(____) **Other** (specify) _____

_____

_____

_____

(____) **License Information** (specify) _____

_____

_____

Information on a Specific Property Address_____
Block_____ Lot_____

(____) **Municipal Lien Search** **Fee:** **$10.00**
Municipal Lien Searches are provided by the designated search officer and will be provide within 15 days after the request is received and the fee is paid, as provided in N.J.S.A. 54-11, et seq.

(____) **List of Property Owners within 200'** **Fee:** _____
As provided in N.J.S.A 40:55D-12, the fee is the great of $.25 per name or $10.00

GENERAL INFORMATION ON RECORDS REQUESTS AND THE OPEN PUBLIC RECORDS ACT

A request for access to or copy of the Government Records should be submitted on this form which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provide within the seven (7) business days, you will be provided with a response with that information within seven (7) business days. The request may be filed electronically. In general:

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreement and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.

- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time which will be required to provide the records.

- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be $0.05 for any letter sized page (8.5 x 11) and $0.07 for any legal sized page (8.5 x 14). The fee for duplication of records of an abnormal size/dimension shall be determined based on the actual cost of duplication. In this case, where no alternate price is available, the fee for legal sized copies shall apply.

- Where a request is for a copy in a format other then a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.

- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

The term "public records" 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 interagency or intra-agency advisory, consultative, or deliberative material or other material 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 estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or 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.

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit _____
(required where the anticipated cost of reproduction exceeds $5.00)

_____	_____
Applicant	**Municipal Official**
Date:_____	**Date:**_____