



COUNTY OF BERGEN

Department of _____
Office of _____



GOVERNMENT RECORDS REQUEST FORM

Important Notice

The reverse side of this form contains important information related to your right to request government records. Please read it carefully. In addition, please note that you may view and print a copy of this form from the County of Bergen website at www.co.bergen.nj.us under "Citizen Services", "Government Records Request Form".

Requestor Information (Please Print) (*=Required Fields) Payment Information

Form section for Requestor Information and Payment Information, including fields for Business/Org. Name, First Name, Last Name, Mailing Address, City, State, ZIP, Business Hours Telephone No., Preferred Delivery, Signature, Date, and Payment Method options.

COUNTY USE ONLY

Form section for County Use Only, including fields for Dept./Div. that Rcv'd. Original Request, Date Rcv'd., Approval Signature, Approval Name, and Delivery/Extras information.

Record Request Information* (To Expedite Your Request Be As Specific As Possible.)

Empty form section for Record Request Information.

Table with 4 columns: COUNTY USE ONLY, COUNTY USE ONLY, COUNTY USE ONLY, and FINALIZED COST. Rows include Est. Document Cost, Est. Delivery Cost, Est. Extras Cost, Total Est. Cost, Deposit Amount, Estimated Balance, and Deposit 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 this **"Government Records Request"** form and deliver it in person, by mail or by fax, during regular business hours, to the appropriate custodian of the record requested. Your request is not considered filed until the "Government Records Request" form has been received by the appropriate custodian of the record requested. If you submit the "Government Records Request" form to any other officer or employee of a Department/Division, that officer or employee does not have the authority to accept your "Government Records Request" form on behalf of Appointed Custodian of Records of the County of Bergen and you will be directed to the appropriate Department custodian. Descriptions of the Departments and agencies of Bergen County can be found at www.co.bergen.nj.us.
2. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the "Government Records 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 the front of this form. We 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 (exact amount only), check or money order payable to the "County of Bergen".
4. Requests with estimated fees exceeding \$25 must be accompanied by a 50% deposit. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
5. By State Law, a custodian must deny access to a person who is 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.
6. By law, the Custodian of Records must notify you that it grants or denies a request for access to government records within 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 7 business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for granting or denying your request or making records available.
7. 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.
8. If the Custodian of Records 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.
9. Except as otherwise provided by law or by agreement with the requestor, if the custodian of the record requested fails to respond to you within 7 business days of receiving a written, signed request form, the failure to respond will be considered a denial of your request.
10. 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 Custodian of Records 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) located in the Department of Community Affairs. You may contact the GRC toll free at 1-866-850-0511 or go to the GRC Web site at www.nj.gov/grc.
11. Information provided on this form may be subject to disclosure under the Open Public Records Act.

Mail Address			
Street Address			
Floor			
City		State	
Zip			
Telephone Number (Include Area Code)			
FAX Number (Include Area Code)			