



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 "County Resources", "**Government Records Request Form**".

Requestor Information <i>(Please Print) (*=Required Fields)</i>	Payment Information
(See Reverse Side For Important Information.)	

Business/Org. Name*				Maximum Authorized Cost:	
First Name*				\$	
Last Name*				Select Payment Method*	
Mailing Address 1*				<input type="checkbox"/> Cash (Exact Amount Only)	
Mailing Address 2*				<input type="checkbox"/> Check (Payable to <i>County of Bergen</i>)	
City*				Duplication Fees:	
State*				Letter Size Paper: @\$0.05/per pg.	
ZIP*				Legal Size Paper Or Larger: @\$0.07/per pg.	
Business Hours Telephone No.* (Include Area Code)				List, Green Bar paper: @\$0.07/per pg.	
Ext.					
Preferred Delivery <input type="checkbox"/> Pick up <input type="checkbox"/> US Mail <input type="checkbox"/> On-Site Review <input type="checkbox"/>					

Under Penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** (circle one) been convicted of an indictable offense under the laws of the State of New Jersey, or any other state, or the United States.

Signature*	Fees: (varies based on Agency) Labels, Pressure Sensitive: CD:
Date*	

COUNTY USE ONLY

Dept./ Div. that Rcv'd. Original Request:	Dept. /Div. Forwarded to:	Setup:	
Date Rcv'd.:	Date Forwarded:		
Approval Signature:		Extra Service Charges may apply depending upon the nature of your request.	
Approval Name (print):			
Custodian Signature:	Date:		

Record Request Information* (To Expedite Your Request Be As Specific As Possible – Attach Additional Pages as needed)

Submit Your Request		COUNTY USE ONLY		FINALIZED COST	
Mailing Your Request	Hand Deliver Your Request	Tracking #		TOTAL	\$
		Rec'd Date		DEPOSIT	\$
Your completed form may be mailed to the appropriate records custodian. See reverse side for mailing information.	Your completed form may be hand delivered to the appropriate custodian. Call Dept. to verify address. See reverse side for main telephone number.	Ready Date		BALANCE DUE	\$
Mark your envelope:		Pickup Date		BALANCE PAID	\$
Attention Records Custodian	FAX Your Request	Total Pages		Custodian Signature: (below)	
	Call Dept. main number to verify correct fax number. See reverse side for main telephone number.	Documents Provided (See attached documentation)			
			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, or by mail, 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 unfiled within the time permitted by law, you have a right to challenge the decision by the Department 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 arc@dca.state.nj.us, or at their website at www.state.nj.us/grc. The council can also answer other questions about the law.
11. Information provided on this form may be subject to disclosure under the Open Public Records Act.

Department/Division	Mailing Address	City, State	ZIP	Telephone
Adjuster, Dept. of Law	ONE Bergen County Plaza	Hackensack, NJ	07601	201-336-6000
Administration and Finance, Dept. of: Data Processing, Personnel, Public Information, Purchasing, Treasury.	ONE Bergen County Plaza	Hackensack, NJ	07601	201-336-6000
Community Development	ONE Bergen County Plaza	Hackensack, NJ	07601	201-336-6000
Consumer Protection/Weights & Measure	ONE Bergen County Plaza	Hackensack, NJ	07601	201-336-6000
County Clerk, Office of	ONE Bergen County Plaza	Hackensack, NJ	07601	201-336-7000
Elections, Board of	ONE Bergen County Plaza	Hackensack, NJ	07601	201-336-6000
Elections, Superintendent of	ONE Bergen County Plaza	Hackensack, NJ	07601	201-336-6000
Freeholders, Board of Chosen	ONE Bergen County Plaza	Hackensack, NJ	07601	201-336-6000
Health Care Center	35B Piermont Road	Rockleigh, NJ	07647	201-784-9550
Health Services, Mental Health, Animal Shelter, Sanitarian, Environmental Protection, Intoxicated Driver Resource Center, Alcohol Recovery Program, Environmental Dept., Spring House – Bergen Regional Medical Center.	ONE Bergen County Plaza	Hackensack, NJ	07601	201-336-6000
Human Services, ADV, Office for Children, Community Affairs, Community Trans., Disability Services, Family Guidance, Senior Services, Veterans Services, Residential Services: JDC, Conklin Youth Center.	ONE Bergen County Plaza	Hackensack, NJ	07601	201-336-6000
Law and Public Safety Institute	281 Campgaw Road	Mahwah, NJ	07430	201-785-6000
Medical Examiner	351 East Ridgewood Avenue	Paramus, NJ	07652	201-634-2940
Parks, Cultural and Historical Affairs	ONE Bergen County Plaza	Hackensack, NJ	07601	201-336-6000
Planning & Economic Development	ONE Bergen County Plaza	Hackensack, NJ	07601	201-336-6000
Police	327 East Ridgewood Avenue	Paramus, NJ	07652	201-646-2700
Public Works, Dept. of / General Services, Division of	ONE Bergen County Plaza	Hackensack, NJ	07601	201-336-6800
Sheriff	Justice Center, 10 Main Str.	Hackensack, NJ	07601	201-646-2200
Surrogate	Justice Center, 10 Main Str.	Hackensack, NJ	07601	201-646-2252
Taxation, Board of	ONE Bergen County Plaza	Hackensack, NJ	07601	201-336-6000