

1. For what time period are you requesting information? (Dates that the records requested cover)
From _____ To _____
2. Are you requesting – Please circle one: (a) to review the documents on site, or (b) photocopies, or (c) records in another medium (e.g., cd-describe data format) if available? _____
3. For photocopies, please state how you would like the information delivered –please circle one: (a) mailed to the above stated address (photocopy and shipping charges apply based on fee schedule) or (b) faxed or (c) e-mailed (no charge) or (d) other _____

Privacy Disclaimer: An OPRA request for government records access is a public record. Therefore, the person requesting access to government records should be aware that the completed OPRA form may be disclosed.

NOTE:

OPRA applies to records created, maintained, kept on file, or received in the course of official business. Unless the requested records fall under an exemption to OPRA, the responsive documents must be made available to the requestor.

Pursuant to New Jersey law, the requestor of a County record generally must be granted access to the requested records or the request must be denied no later than (7) business days after the County receives the request, provided that the record is currently available and not in use, in storage or archived. Immediate access ordinarily shall be granted for budgets, bills vouchers, contracts and government employee’s salary and overtime information. If the record is unavailable because it is in use, in storage or archived then the requestor must be so advised within seven (7) business days after receipt of the request and further advised as to when the record shall be made available. If the requestor has not provided a name, address, telephone number, or other means of contacting the requestor, no response is required until the requestor reappears seeking a response to the original request.

The requestor agrees to pay the fees due (total amount calculated by County as per Assembly Bill 559 ad Senate bill 1212- legislation that passed both houses which amends N.J.S.A 471A-5b- *See chart below for regular photocopies and special service charge for extraordinary photocopies) prior to records being turned over to or delivered to the requestor.

Letter Size Photocopies	(8.5" X 11" and smaller)	\$0.05 (five cents) per page
Legal Size Photocopies	(8.5" X 14")	\$0.07 (seven cents) per page
Large Maps and plans	(11" X 17" and larger)	\$0.15 (fifteen cents) per page
Compact Discs (CD's)		\$0.75 (seventy-five cents) per CD
Delivery/Postage Fees		Additional depending upon delivery type

Electronic records (sent via email or fax) are free of charge

*The above fee schedule for the charge of the Compact Disc is the actual cost for the purchase of the Compact Disc. As otherwise provided by law, whenever the nature, format, manner of collation of volume of the requested record prevents reproduction by ordinary means, or requires a substantial amount of reproduction of duplication plus a reasonable special charge representing the extraordinary means, methods, labor or supervisory effort required to accommodate the request.

All incidents including DMV require the following:

- Type of incident, date, time location and name of individual(s) involved in the incident
- Specifically for DMV incidents include the above information and car tag number (s) license number (s)

Please note that this Agency does not have access to Summons numbers, Case numbers or other information other than the information listed above.

OPRA request for records that only provide Summons and/or Case numbers cannot be searched.

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 County of Camden, 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-5h.
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 orders payable to the **Camden County Improvement Authority** mail payment to 2220 Voorhees Town Center, Voorhees NJ 08043. Please do not mail payments for records until you receive an invoice from the Custodian of Records.
5. You may be charged a 50% or other deposit when a request for copies exceeds \$25. The Camden County 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 Camden County 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 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 government record if your request would substantially disrupt the County's operations and the custodian is unable to reach a reasonable solution with you.
9. If the Camden County Custodian is unable to comply with your request for access to a government record, the custodian will indicate the reason 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 requestor, if the custodian of records fails to respond to you with 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 Camden County 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 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 or at their web site at 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 County Clerk in your County.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.