



STATE OF NEW JERSEY  
**OPEN PUBLIC RECORDS ACT REQUEST FORM**  
(Pursuant to N.J.S.A. 47:1A-1, et seq.)

**Important Notice**

- To request access to public records, complete this form and submit only this page to the Custodian of Records
- OPRA does not require any specific format for making a request, however the request must be made in writing by completing and signing this form or submitting a letter, fax or e-mail that clearly references OPRA (**Please use only one method of transmission**)

Requestor Information - Please Print (Section 1)

Today's Date \_\_\_\_\_

Requestor - First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_

Requestor - Company Name \_\_\_\_\_

Requestor - Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Requestor - Email Address \_\_\_\_\_

If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A.2C:28-3, I certify that ***I HAVE/ I HAVE NOT*** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Record Request information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery. (If additional space is required, please attach another page and reference it below i.e. see attachment)