

**Eatontown Police Department
Records Bureau
47 Broad Street
Eatontown, New Jersey 07724
(732) 389-7635**



**Request For Public Records
(N.J.S.A. 47A-1, et seq.)
Appendix A**

A request for Public Records must be submitted to the above address, on this form which has been adopted by the Custodian of Records of the Borough of Eatontown. If your request is approved, it will take some time to compile the records and make the copies requested, but they will normally be available within seven business days pursuant to statute. If a document or copy which has been requested is not a public record pursuant to statute or if it can not be provided within seven business days, you will be provided with a response with that information within seven business days. Fees for copying public records are established by statute as follows: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page. Pursuant to N.J.S.A. 47:11A-5c., this office may impose a reasonable special service charge if the nature, format, manner of collation, or volume of a government record is such that it cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate your request.

The terms "public record" and "government record in New Jersey do not include:

- Criminal Investigatory records;
- Victim's records;
- Inter-agency or intra-agency advisory, consultative, or deliberative material;
- Emergency or security information or procedures for buildings or facilities;
- Administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security;
- Information regarding labor-management negotiations including statements of strategy or negotiating position;
- Pension and personnel records in possession of this office.

Name of Person Making Request: (Optional)* _____

Address: _____

City: _____ **State:** _____ **Zip:** _____ **Telephone:** _____

Information Requested: _____

Signature: _____ **Date of Request:** _____

Date records will be available: _____

Records Provided: _____

Fee:** _____

The applicant hereby acknowledges receipt of a copy of this form with the date on which the requested information is expected to be available and the 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 to a victim or a victim's family.

Prepayment of a deposit for this request is required in the amount of: _____

This completed form, when signed by an Eatontown Police Department employee, shall constitute a receipt for the deposit made by the applicant.

Applicant Signature:

Borough of Eatontown:

Date:

Date:

If requester information is not provided, a deposit of \$10.00 will be required. This deposit will be put toward any cost incurred. If the cost for information requested is over \$25.00, a deposit may be requested before copying. All fees must be paid in full for release of requested records. All checks payable to the Borough of Eatontown.