



COUNTY OF ATLANTIC
REQUEST FOR GOVERNMENT RECORDS FORM

REQUESTOR INFORMATION PLEASE PRINT

NAME/COMPANY: _____

MAILING ADDRESS: _____

Street (PO Box, Suite #)

City

State

Zip

PHONE: _____ EMAIL: _____

DOCUMENTS REQUESTED (Be as specific as possible, include dates where applicable.)

Preferred Delivery: [] Pick up [] US Mail [] On Site Inspection [] Email [] Fax
Maximum Authorized Cost \$ _____

COSTS - Paper copies of records can be purchased for the fee established by the applicable statute or regulation. Unless otherwise provided, the fee for standard printed matter is \$0.05 per letter size page or smaller, and \$0.07 per legal size page or larger. Postage is extra. Where the actual costs for duplication of a record exceed the foregoing rates, the County may charge the actual cost of duplicating the record. For requests that meet the requirements of N.J.S.A. 47:1A-5.c., a special service fee may apply. Electronic records and non-printed materials shall be provided free of charge, but the County may charge for the actual cost of any needed supplies such as computer discs.

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 / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature: _____ Date: _____

SUBMIT THIS FORM TO: Atlantic County Clerk's Office, Custodian of Records
5901 Main Street, Mays Landing, New Jersey 08330
Phone 609-625-4011 Fax: 609-909-5111

THE REVERSE SIDE OF THIS FORM CONTAINS IMPORTANT INFORMATION ABOUT YOUR RIGHTS TO REQUEST GOVERNMENT RECORDS. PLEASE READ IT CAREFULLY.

CUSTODIAN RESPONSE INFORMATION (For County Use Only)

DATE RECEIVED: _____ DATE OF RESPONSE: _____ ID # _____ of _____

RECORDS AVAILABLE _____ NO. OF PAGES _____ AVAILABLE ON _____

FEE \$ _____ POSTAGE \$ _____ DEPOSIT \$ _____ AMOUNT DUE \$ _____ RECEIVED ON _____ Date

[] Access to a record or records has been denied.
If access is denied, a list of those records with reasons accompanies this response.

Signature of Custodian

Date