

COUNTY OF GLOUCESTER

PUBLIC RECORDS REQUEST FORM

To request access to public records, file this form with Robert N. Di Lella, Clerk of the Freeholder Board and County Custodian of Records. His office is located at One North Broad Street, Woodbury, NJ 08096, and his phone number is (856) 853-3271. The Custodian is generally required (subject to certain exceptions) to fill a records request within seven business days after receiving the request.

REQUESTER INFORMATION: (PLEASE PRINT)

First Name _____	MI _____	Last Name _____
Mailing Address _____		
City _____	State _____	Zip _____ E-Mail _____
Business Hours Telephone _____	Area Code _____	Number _____ Extension _____
Preferred Delivery: Pick Up _____	US Mail _____	On Site Inspection _____
Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE/HAVE NOT (Circle One) been convicted of any indictable offense under the laws of New Jersey, of any other state, of the United States, and I am not seeking government records containing personal information pertaining to the victim of a crime or the victim's family.		
Signature _____	Date _____	

Fee Information
Select Payment Method
Cash ___ Check ___ Money Order ___
Special charges may apply for certain requests.
Fees: Pages 1-10 \$0.75@ Pages 11-20 \$0.50@ Pages 21- \$0.25@

INFORMATION REQUESTED (PLEASE BE AS SPECIFIC AS POSSIBLE):

Date Request Received _____

(_____)
Signature of County Representative Receiving Request

COUNTY OF GLOUCESTER
PUBLIC RECORDS REQUEST RESPONSE

TO: _____
(Name of Requester):

DATE: _____

Information Requested will be ready on: _____ Estimated Cost of Records: _____

Deposit Due: _____ Prepayment Due: _____

Disposition: Date Records Reviewed _____ Date Mailed _____ Date Picked Up _____ Date Denied _____

IF DENIED: Records listed below are not being provided because they are not public records. The reason for the denial is:

IF REDACTED: The records listed below were redacted. The general description of the information redacted is as follows:

Date **COUNTY RECORDS CUSTODIAN**

NOTE: You have a right to appeal the denial or redaction of the records you requested. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A et seq. If your request has been denied, or subject to redaction, a statement of the procedures for the appeal will be attached to this notification.

IF APPROVED: I hereby acknowledge that I have received the records requested, except for the records subject to the above described denial. If any records have not been provided or have been redacted, I have received information on the procedures for any appeal of the determination.

Date **REQUESTER**