

**COUNTY OF GLOUCESTER**  
**PUBLIC RECORDS REQUEST FORM**

**\*\*To request access to public records, complete this form and file with Robert N. DiLella, 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 _____ Email _____
Business Hours Telephone Area Code _____ Number _____ Extension _____
Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspection _____ Email if possible _____
<p>Under penalty of N.J.S.A. 2C:28-3, I certify that <b>I HAVE/HAVE NOT (circle one)</b> 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</p>
Signature _____ Date _____

<b>Fee Information</b>	
<b>Select Payment Method</b>	<b>Cash _____ Check _____ Money Order _____</b>
Pages 1 through 50	Free of charge
All pages over 50	\$0.01 (one cent) per page
<b>**the above 2 are for letter &amp; legal size copies**</b>	
Over-sized copies	\$0.40 (forty cents) per page
Cassette tapes	\$0.70 (seventy cents) each
Compact Discs (CD's)	\$0.35 (thirty-five cents) each

<b>INFORMATION REQUESTED</b> (please be as specific as possible): _____ _____ _____ _____ _____ _____ _____ _____
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Date request received _____	Signature of County Representative Receiving Request _____
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