

**COUNTY OF GLOUCESTER
PUBLIC RECORDS REQUEST FORM**

REQUESTORS ARE ADVISED THAT PURSUANT TO LAW, YOUR OPRA SUBMISSION IS A PUBLIC RECORD AND MAY BE REPRODUCED, PUBLISHED OR RELEASED TO 3RD PARTIES UPON REQUEST. To request access to public records, complete this form and file with Laurie J. Burns, County Custodian of Records. Her office is located at 2 South Broad Street, 3rd Floor, Woodbury, NJ 08096, and her phone number is (856) 853-3271. The fax number is (856) 384-6894. 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 _____ Email if possible _____		
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 _____

Payment Information

Select Payment Method: Cash _____ Check _____ Money Order _____

Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, Etc.) - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: To expedite the request, be specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium 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.

RECORD(S) BEING REQUESTED:

Specific property information must include: street address (including city) and lot and block numbers.

Date Request Received _____	Signature of County Representative Receiving Request _____
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