

Gloucester County Prosecutor's Office

PO Box 623 Woodbury NJ 08096

REQUEST FOR PUBLIC RECORDS

(N.J.S.A. 47:1A-1, et seq.)

A request for Public Records must be submitted to the above address, on this form which has been adopted by the Prosecutor of Gloucester County as the Custodian of Records. 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 the seven business days. Consistent with a fee schedule adopted by the Gloucester County Board of Chosen Freeholders on September 1, 2010, there is no cost for copying documents from pages one through fifty. For all pages over 50, there will be a fee of one cent per page. For oversized copies, the fee will be forty cents per page. For cassette tapes, the fee is seventy cents each. For compact discs, the copying fee is thirty-five cents each. Pursuant to N.J.S.A. 47:1A-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: _____

Address: _____

Telephone: _____

Information Requested:

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.

Pre-payment of a deposit for this request is required in the amount of: _____

This completed form, when signed by a Gloucester County Prosecutor's Office employee, shall constitute a receipt for the deposit made by the applicant.

Applicant's Signature

Gloucester County Prosecutor's Office

Date: _____

Date: _____