

TOWNSHIP OF MOORESTOWN

MUNICIPAL BUILDING

1245 North Church Street, Suite 2

MOORESTOWN, NEW JERSEY 08057

REQUEST FOR ACCESS TO POLICE DEPARTMENT RECORDS

****FAX NUMBER 856-235-9178****

FOR MUNICIPAL USE ONLY

Date Request Received: _____ Date Response Provided: _____

Name: _____

Address: _____

Telephone: (Daytime) _____

Information Requested:

{ _____ } Accident Report/Identify Accident: _____

{ _____ } Other Report: [specify] _____

A request for a copy of Government Records should be submitted on this form which has been adopted by the Custodian of Records for requests related to Police Department Records. Some records will require time to locate and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Requested records may have certain information redacted from the copy made available. Redacted information would include social security, phone, credit card and driver license numbers, as well as other information excepted from public access. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

· Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be \$0.05 cents per page for 8.5x11; \$0.07 cents per page for 8.5x14 and 11x17; for a police accident report there is an additional fee when the request is not made in person of \$5.00 for the first three pages and \$1.00 for each additional page, as provided by N.J.S.A. 39:4-131.

· Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.

· Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, police investigation records, or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The applicant may request a copy of this form with the date on which the 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 the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit _____

[required where the anticipated cost of reproduction exceeds \$5.00]

Applicant Signature

Municipal Official

Date:

Date:

FOR MUNICIPAL USE ONLY
PUBLIC RECORDS REQUEST RESPONSE

To: _____

From: _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

You have a right to appeal the decision that the document or documents are not public records. 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-1 et seq. If your request has been denied, a statement of the procedures for the appeal will be attached.

Date: _____

Municipal Custodian of Records

ACKNOWLEDGEMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

Date: _____

Applicant

**PAGE TWO MUST BE SIGNED
AND BOTH PAGES MUST BE FAXED TO MOORESTOWN
POLICE DEPARTMENT FAX #856-235-9178**