



Camden County Library System  
203 Laurel Road  
Voorhees, New Jersey 08043

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Open Public Records Administrator  
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Request to Review County Records  
Open Public Records Act (OPRA) Request Form  
(Pursuant to N.J.S.A. 47:1A-1, et seq.)

**Important Notice**

- **To request access to public records, complete this form and submit only this document to the Open Public Records Administrator.**
- **OPRA does not require any specific format for making requests, however the request must be made in writing by completing and signing this form, or submitting a letter, fax or e-mail that clearly references OPRA. (Please use only one method of transmission.)**

**Section 1**

Background information and Request for Records  
(Please Print)

Today's Date \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Requestor - First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_

Requestor - Company Name \_\_\_\_\_

Requestor - Address \_\_\_\_\_

Requestor - Email Address \_\_\_\_\_

Requestor - Fax Number \_\_\_\_\_

**If you are requesting records containing personal information, please check one:** Under penalty of N.J.S.A. 2C:28-3, I certify that  I **HAVE**  I **HAVE NOT (check one)** been convicted of any indictable offense under the laws of New Jersey, any other state, or 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 \_\_\_\_\_

1. What records are you requesting? Please include a detailed description of the information you are seeking. Be as specific as possible in describing the records being requested.

2. For what time period are you requesting information? (Dates that the records requested cover)

From \_\_\_\_\_ To \_\_\_\_\_

3. Are you requesting - **Please check one**:  to review the documents on site, or  photocopies, or  records in another medium (e.g., cd - describe data format) if available?

4. For photocopies, please state how you would like the information delivered – **please check one**:  mailed to the above stated address (photocopy and shipping charges apply based on fee schedule), or  faxed (no charge) or  e-mailed (no charge) or  other

**Privacy Disclaimer:** An OPRA request for government records access is a public record. Therefore, the person requesting access to government records should be aware that the completed OPRA form may be disclosed.