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.

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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?

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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

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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.