

LONGPORT POLICE DEPARTMENT

2305 Atlantic Avenue
Longport, New Jersey 08403
609-822-2141
609-822-0682 FAX

Amy Strawder #33-01
Records Supervisor

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 that has been adopted by the Custodian of Records of the Borough of Longport. 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 of copy that has been requested is not a public record pursuant to statute or if it cannot be provided within seven business days, you will be provided with a response with that information within the seven business days. Fees for copying public records are established by statute as follows:

Page 1 through page 10 = 0.75 cents/page
Page 11 through page 20 = 0.50 cents/page
Page 21 plus = 0.25 cents/page

(Pursuant to N.J.S.A. 47:1A-5c)

This office may impose a reasonable 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 that, 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 #:		FAX #:
INFORMATION REQUESTED:	Accident report () Date of accident :	SEE DISCOVERY LETTER ()
OTHER () SPECIFY:	DEFENDANT:	

The applicant hereby acknowledges receipt of a copy of this form with the date on which the requested information is expected to be available. 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 victim or victim's family.

The Longport Police Department will respond to this request on or before _____.
[] Pre-Payment of a deposit for this request is required in the amount of _____.

This completed form, when signed by the Records Clerk, shall constitute a receipt for the deposit made by the applicant and notice of the date when a record is expected to be available.

APPLICANT: PLEASE SIGN AND RETURN FORM WITH PAYMENT FOR DISCOVERY

Applicants Signature

Longport Police Records

DATE:	DATE:	OPRA #
-------	-------	--------