



City of Cape May



GOVERNMENT RECORDS REQUEST FORM

643 Washington St.
Cape May, NJ 08204
cityclerk@capemaycity.com

609-884-9532 (phone)
609-884-8589 (fax)

Requester Information – Please Print

First Name _____ MI _____ Last Name _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____ Email _____

Telephone: Area Code _____ Number _____ Extension _____

Fax Area Code _____ Number _____

Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____

Check One: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE** / **HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature _____ Date _____

Payment Information

I agree to pay for fees related to this request no greater than

\$ _____

Select Payment Method

Cash _____

Check _____

Money Order _____

Fees: letter size paper @ \$0.05
legal size paper @ \$0.07

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested.

Request Access to: Inspect

Or Receive a Copy

CITY USE ONLY

Estimated Record Cost _____

Special Cost _____

Total Cost Estimated _____

Comments:

Denied _____

Approved-Records to be granted in seven business days _____

Approved – Records will take longer than seven business days _____

Tracking Information

ID # _____

Ready Date _____

Date Mailed or Picked Up _____

Total Pages _____

Total _____

Deposit _____

Balance Due _____

Balance Paid _____

Date Paid _____

Records Provided

Custodian Signature

Date

In accordance with Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.):

1. In order to request access to government records under OPRA, you must complete all the required portions of and date this request form and deliver it in person during regular business hours, by mail, fax to the City of Cape May. Your request is not considered filed until the Custodian of Records has received the completed request form. If you submit the request form to any other officer or employee of the City of Cape May, that officer or employee does not have the authority to accept your request form on behalf of the City of Cape May.
2. Only requests submitted on this form to the City of Cape May will be considered official requests under the Open Public Records Act. Deadlines, restrictions and remedies will not apply to requests unless submitted on this form.
3. The fees for duplication of a government record in printed form are listed on the front of this form. You will also be required to pay any special charges, special service charges or other additional charges authorized by City Ordinance. If estimated costs exceed the maximum amount you stated you were willing to pay, we will contact you for authorization before proceeding. Payments made by check or money order should be made payable to the City of Cape May.
4. If it is necessary for the records custodian to contact you concerning your request, identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
5. Anonymous requests, when permitted, require a deposit of 50% of estimated fees if we believe the costs of the requested amount will exceed \$15. You agree to pay the balance due upon delivery of the records.
6. The City of Cape May must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information that may pertain to the person's victim or the victim's family.
7. The City of Cape May must notify you that it grants or denies a request for access to government records within seven business days after receiving the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the City of Cape May will advise you within seven business days when the record can be made available and the estimated cost. You may agree to extend the time the City of Cape May has for making records available, or for reviewing your request.
8. You may be denied access to a government record if your request would substantially disrupt agency operation or the City of Cape May is unable to reach a reasonable solution with you.
9. If the City of Cape May is unable to comply with your request for access to a government record, we will indicate the reasons for denial on the request form and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the City of Cape May fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
11. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the City of Cape May to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.nj.gov/grc The Council can also answer other questions about the law.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.

Please submit form to:

Official Custodian of Records
City of Cape May
643 Washington Street
Cape May, New Jersey 08204
Fax: 609-884-8589

E-Mail: cityclerk@capemaycity.com

For more information, contact the City of Cape May Clerk's Office 609-884-9532