

OFFICE OF THE SHERIFF

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OCEAN COUNTY JUSTICE COMPLEX • P.O. BOX 2191 • 120 HOOPER AVENUE • TOMS RIVER, N.J. 08754 - 2191

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

A REQUEST FOR ACCESS TO A GOVERNMENT RECORD SHALL BE IN WRITING AND HAND DELIVERED, MAILED, TRANSMITTED ELECTRONICALLY OR OTHERWISE CONVEYED TO THE APPROPRIATE CUSTODIAN.

REQUESTOR PLEASE COMPLETE INFORMATION BELOW.
See side two for important information.

Name: (First Name) (MI) (Last Name)

Address: (Street, P.O.) (Town/City) (Zip Code)

Telephone Number: () Work () Home

E-Mail Address:

Brief description of Government Records you are requesting:

Circle One: Under the 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 of Requestor Date

Response Media Type

Circle One

- Copy on a CD (Windows 2000 or XP)
Paperwork only

Nature of Data

- Date of incident:
Time of incident:
Address of incident:
Type of Call: (911 etc.)
Call made from Home # Work # Cell #

For County Use Only

Request Approved Request Denied

If request is denied please state reason, in whole or in part, below:

Approximate date records will be available:

Fee \$

Paid by: Check Cash: Money Order: Receipt #:

Record Custodian for Ocean County Sheriff Date

TIMEFRAME FOR RESPONSE TO A REQUEST

The public agency is required to grant or deny access to a governmental record no later than seven (7) days after receiving the request. If requestor did not provide a name, address, telephone number or other means of contacting the requestor, the custodian shall not be required to respond until the requestor reappears before the custodian seeking a response to the original request.

Under OPRA, a custodian 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 pertaining to the person's victim or the victim's family.

If the government record is in storage or archived, the requestor shall be so advised within seven (7) business days after the custodian receives the request. The requestor shall be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied.

RIGHT TO APPEAL

If you wish to challenge a custodian's decision denying access to a public record, you may:

- 1) Institute a proceeding to challenge the custodians decision by filing an action in Superior Court in New Jersey; or
- 2) File a Complaint with the Government Records Council in the Department of Community Affairs.