

Ocean County Board of Elections

Request for Governmental Records

This form should be completed and returned (by mail or fax) to the Office of the Ocean County Board of Elections at 129 Hooper Avenue, P.O. Box 2006, Toms River, New Jersey 08754. Telephone (732) 929-2167 Fax: (732) 506-5110

Please complete the information below. See page 2 for important information.

NAME: _____
(First) (MI) (Last)

ADDRESS: _____
(Street, PO) (Town/City) (State) (Zip)

PHONE NUMBER: () _____ (Work) () _____ (Home)

E-MAIL ADDRESS: _____

Brief description of government record(s) you are requesting to copy _____ or inspect _____
(check one)

The Applicant hereby acknowledges receipt of a copy of this form. The Applicant hereby certifies that her 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 the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

Signature

Date

FOR BOARD USE ONLY

Request Approved _____

Request Denied _____ Reason for denial:

Approximate date records will be available: _____

Fee: \$ _____

Paid by: Check _____ Money Order _____

Custodian of Records

Date

TIME FRAME FOR RESPONSE TO A REQUEST

The Custodian of Records is required to grant or deny access to a government record no later than seven (7) business days after receiving the request. If you do not provide a name, address, telephone number or other means of contacting you, the Custodian of Records will be unable to respond until you reappear in the Custodian of Records' Office seeking a response to the original request.

If the government record is in storage or archived, you will be so advised within seven (7) business days after the Custodian of Records receives your request. You will be advised by the Custodian of Records when the record can be made available. If the record is not made available by that time, access will be considered denied.

RIGHT TO APPEAL

If you wish to challenge a decision of the Custodian of Records denying access to a government record, you may:

- 1) Institute a proceeding to challenge that 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.