



Berkeley Township-Ocean County  
**OPEN PUBLIC RECORDS ACT REQUEST FORM**  
627 Pinewald Keswick Rd, Bayville, NJ 08721, USA  
(732) 244-7400 & (732) 505-0145 (Fax)  
registrar@berkeleytownship.org  
Karen Stallings



**Important Notice**

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

**Requestor Information – Please Print**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Preferred Delivery: Pick Up \_\_\_\_\_ On-Site Inspect \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Under penalty of N.J.S.A. 2C:28-3, I certify that

1. I  HAVE /  HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States;
2. I, or another person,  WILL /  WILL NOT use the requested government records for a commercial purpose;
3. I  AM /  AM NOT seeking records in connection with a legal proceeding.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Payment Information**

Maximum Authorization Cost \$ \_\_\_\_\_

**Select Payment Method**

Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_

Fees: Letter size pages - \$0.05 per page  
Legal size pages - \$0.07 per page  
Other materials (CD, DVD, etc) – actual cost of material

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

Extras: Special service charge dependent upon request.

**Record Request Information:** Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

**Note:** If you confirmed above that the records sought are in connection with a legal proceeding, identification of that proceeding is required below.

**AGENCY USE ONLY**

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**Disposition Notes**

Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

Est. Document Cost \_\_\_\_\_

Est. Delivery Cost \_\_\_\_\_

Est. Extras Cost \_\_\_\_\_

Total Est. Cost \_\_\_\_\_

Deposit Amount \_\_\_\_\_

Estimated Balance \_\_\_\_\_

In Progress \_\_\_\_\_

Open \_\_\_\_\_

Denied \_\_\_\_\_

Closed \_\_\_\_\_

Filled \_\_\_\_\_

Closed \_\_\_\_\_

Partial \_\_\_\_\_

Closed \_\_\_\_\_

**AGENCY USE ONLY**

**Tracking Information**

Tracking # \_\_\_\_\_

Rec'd Date \_\_\_\_\_

Ready Date \_\_\_\_\_

Total Pages \_\_\_\_\_

**Final Cost**

Total \_\_\_\_\_

Deposit \_\_\_\_\_

Balance Due \_\_\_\_\_

Balance Paid \_\_\_\_\_

Records Provided \_\_\_\_\_

Deposit Date \_\_\_\_\_

Custodian Signature \_\_\_\_\_

Date \_\_\_\_\_