



STATE OF NEW JERSEY  
**OPEN PUBLIC RECORDS ACT REQUEST FORM**  
 Department of Corrections  
 Records Custodian  
 P.O. Box 863  
 Trenton, NJ 08625  
 opra-recordcustodian@doc.state.nj.us



**Important Notice**

The last page of this form contains important information related to your rights concerning government records. Please read it carefully. You may complete and submit requests electronically at [www.nj.gov/opra](http://www.nj.gov/opra)

**Requestor Information – Please Print**

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

If incarcerated: SBI# \_\_\_\_\_ Prison# \_\_\_\_\_ Facility \_\_\_\_\_

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

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

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

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

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

**If you are requesting records containing personal information, please circle 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**

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. If you are making multiple requests, please number your requests. **Do not send payment until you are notified of the fee for your request.**

1. In order to request access to government records under OPRA, you must complete and date this request form and deliver it in person during regular business hours or by mail or e-mail to the appropriate records custodian. Your request is not considered filed until the appropriate records custodian has received a completed request form. If you submit the request form to any other officer or employee of the **Department of Corrections**, that officer or employee does not have the authority to accept your request form on behalf of the **Department of Corrections** and you will be directed to the records custodian. Descriptions of the divisions of the **Department of Corrections** can be found at [www.state.nj.us/corrections](http://www.state.nj.us/corrections).
2. If you submit a request for access to government records to someone other than the records custodian, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request until the records custodian has received your request.
3. The fees for duplication of a government record in printed form are listed on page one of this form. You will be notified of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. **Payment shall be made by check or money order** payable to the **State of New Jersey**.
4. If it is necessary for the records custodian to contact you concerning your request, providing 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. After filing your request, you will be advised of the fees due for your record request.
6. 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.
7. By law, the **Department of Corrections** must notify you that it grants or denies a request for access to government records within seven business days after the records custodian receives the request, provided the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
9. If the **Department of Corrections** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial and send you a signed and dated letter.
10. Except as otherwise provided by law or by agreement with the requester, if the records custodian 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 **Department of Corrections** 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](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/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.