



New Jersey Government Records Request Form

REQUEST NUMBER:

New Jersey Department of Military and Veterans Affairs

Important Notice

The second page of this form contains important information related to your rights to access government records. Please read it carefully. In addition, please note that: **1)** At the present time we cannot accept credit cards for payment; **2)** Our Web site nj.gov/military/community/public-access/opra/ provides additional information.

Payment Method and Authorization

Select Payment Method:

- Cash
- Check
- Money Order

Maximum Authorized Cost:

\$ _____

Duplication Fees:

Letter (8.5"x11") \$.05 each

Legal (8.5"x14") \$.07 each

Electronic Records shall be provided free-of-charge but, you may be charged for cost of media, programming, clerical, supervisory assistance and/or substantial use of information technology.

Requestor Information *See page 2 for Important Information. Please Print*

First Name _____ MI _____ Last Name _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____

Daytime Phone: Area Code _____ Number _____ Extension _____

Preferred Delivery Method: Pick Up US Mail On-Site Review E-mail

Under Penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE** **HAVE NOT** been convicted of an indictable offense under the laws of the State of New Jersey, or any other State, or the United States. *(please check one)*

Signature _____ Date _____

Record Request Information

See page 2 for Important Information. To expedite your request be as specific as possible. Attach additional pages as necessary.

Submit Your Request

Via US Mail:

Your completed form may be mailed to the Custodian of Records. See page 2 for address information.

Mark your envelope:
Attention: Records Custodian

Via Hand Delivery:

Your completed form may be hand delivered to the Custodian of Records. See page 2 for address information.

Via the Internet:

You may complete and submit an electronic version of this form by email at:

DMAVA_CustodianOfRec@dmava.nj.gov



DMAVA OPRA (Open Public Records Act) Information

New Jersey Department of Military and Veterans Affairs

- 1. State Law requires that in order for you to request access to government records**, you must complete, sign and date a written request for access and deliver it in person or by mail during regular business hours to the Custodian of Records. You may also complete and submit a web enabled version of this request form at www.nj.gov/opra. DMAVA will not accept submission of a written request for access by fax or email. Your request is not considered filed until the written request has been received by the Custodian of Records. If you submit a written request to any other officer or employee of DMAVA, that officer or employee does not have the authority to accept your request on behalf of DMAVA and you will be directed to the Custodian of Records. Additional information, Custodian email address and agency information links can be found at the above site.
- 2. If you (a)** submit a request for access to government records to someone other than the Custodian; of Records; or **(b)** do not complete a written request containing the information required in this form; or **(c)** make a request for access by telephone, email or fax, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
- 3. The fees for duplication of a government record in printed form are listed on the front of this form.** We will notify you 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 cash, check or money order payable to the State of New Jersey.***
- 4. Requests with estimated fees exceeding \$25 may require a 50% deposit.** Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
- 5. By State Law**, a Custodian of Records must deny access to a person who is convicted of an indictable offense in New Jersey, any other State, or the United States, who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
- 6. By law, DMAVA must notify you that it grants or denies a request** for access to government records within seven (7) business days after the Custodian of Records receives the request, provided that the record is currently available and not in storage or archived. If the record requested is not currently available or is in storage or archived, the Custodian of Records will advise you within seven (7) business days when the record can be made available and the estimated cost. You may agree with the Custodian of Records to extend the time for granting or denying your request or making records available.
- 7. You may be denied access to a government record** if your request would substantially disrupt agency operations and the Custodian of Records is unable to reach a reasonable solution with you.
- 8. If DMAVA is unable to comply with your request for access to a government record**, the Custodian of Records will indicate the reasons for denial in writing and send you a signed and dated copy.
- 9. Except as otherwise provided by law or by agreement with the requestor**, if the Custodian of Records fails to respond to you within seven (7) business days of receiving a written, signed request for access, the failure to respond will be considered a denial of your request.
- 10. 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 DMAVA to deny access. At your option, you may either file a complaint in writing with the Government Records Council (GRC) located in the Department of Community Affairs or institute a proceeding in the Superior Court of New Jersey. You may contact the GRC at (866) 850-0511 (toll free) or (609) 292-6830 or online at www.nj.gov/grc.
- 11. Information provided on this form may be subject to disclosure under the Open Public Records Act.**

DMAVA Custodian of Records Contact Information

MAILING ADDRESS

New Jersey Department of Military and Veterans Affairs
ATTN: Records Custodian (ERO)
PO Box 340
Trenton, NJ 08625-0340

PHONE: (908) 537-1960

WEB ADDRESS: nj.gov/military/community/public-access/opra

STREET ADDRESS

New Jersey Department of Military and Veterans Affairs
Office of the Custodian of Records
101 Eggert Crossing Road
Lawrenceville, NJ 08648

ELECTRONIC SUBMISSION:

DMAVA_CustodianOfRec@dmava.nj.gov