



State of New Jersey
Pinelands Commission

Form: OPRA01
Revised: 9/28/2015

GOVERNMENT RECORDS REQUEST

****Important Notice:** The reverse side of this form contains important information about your rights to request government records. Please read it carefully.

Requestor Information

Please Print:

First Name: _____ MI: _____ Last Name: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Business Hours Telephone: (____) - ____ - _____; Extension: _____

Preferred Delivery: Pick Up: _____ U.S. Mail: _____ On-site inspection: _____

Circle One: Under penalty of N.J.S.A. 2C:28-3, I certify that **I HAVE/I HAVE NOT** been convicted of any indictable offense under the laws of New Jersey or any other state or the United States.

Circle One: I AM/I AM NOT involved in litigation with the Pinelands Commission and/or other entity/entities related to the records I am requesting.

Signature: _____ Date: _____

Payment Method & Authorization: PLEASE DO NOT SEND PRE-PAYMENT WITH YOUR REQUEST. You will be notified of the amount due, if any.

Maximum Authorized Cost: \$ _____

Payment Method: **Check One:** Cash ___ Check ___ Money Order ___

Fees: \$0.05 per page for letter-sized pages (8.5 X 11) or smaller
\$0.07 per page for legal-sized pages (8.5 X 14) or larger

Note: Actual costs apply for providing records in another medium (ie., computer disc, CD-ROM, DVD).

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

Extras: Extraordinary service fees dependent upon request

THIS BOX FOR STATE USE ONLY:

Request No.:

Received Date:

Estimated Delivery Cost:

Ready Date:

Estimated Extras Cost:

Provided Date:

Final Cost:

Denied Date:

Deposit:

Total Pages:

Balance Due:

Estimated Document Cost:

Balance Paid:

Records Request Information. Please see below for important information. To expedite your request, please be as specific as possible.

Submitting Your Public Records Act Request:

Please send your request by mail, e-mail or hand-delivery. Do **not** submit your request by telephone.

Mailing your request:

New Jersey Pinelands Commission
P.O. Box 359
New Lisbon, NJ 08064
Attention: Records Custodian

Hand-delivering your request:

New Jersey Pinelands Commission
15-C Springfield Road
New Lisbon, NJ 08064
Attention: Records Custodian

E-mailing your request: opra@njpines.state.nj.us

Important information regarding your request:

1. You may submit this request via mail, hand-delivery or e-mail. The Pinelands Commission will not accept the submission of a Government Records Request via telephone.
2. Under State Law, the Pinelands Commission must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested 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 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 granting or denying your request or making records available. The time frame to fulfill a request for access to government records under the Open Public Records Act does not begin until the request form or equivalent written request has been delivered to the appropriate records custodian.
3. By State Law, a custodian 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.

4. 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.
5. The fees for duplicating government records 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 NJ Pinelands Commission.
6. 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.
7. If the Pinelands Commission is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
8. Except as otherwise provided by law or by agreement with the requestor, if the custodian of the record fails to respond to you within seven business days of receiving a written request, the failure to respond will be considered a denial of your request.
9. 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 Pinelands Commission's decision 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 or (609) 292-6830 or online at www.nj.gov/grc.
10. Information provided on this form may be subject to disclosure under the Open Public Records Act.