

State of New Jersey
Department of Human Services
GOVERNMENT RECORDS REQUEST FORM

Important Notice

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.
In addition, please note that you may complete and submit requests electronically on the Internet at www.nj.gov/opra.

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____

Company _____

Mailing Address _____

City _____

State _____

Zip _____

Email _____

Business Hours Telephone:

Area Code _____

Number _____

Extension _____

Preferred Delivery:

- Pick Up
 US Mail
 On Site Inspect

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

- Check
 Money Order

Fees:

Pages 1-10 @\$0.75 per page

Pages 11-20 @\$0.50 per page

Pages 21 - @\$0.25 per page

Delivery:

Delivery / postage fees additional
depending upon delivery type.

Extras:

Extraordinary service fees
dependent upon request.

Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

STATE USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

STATE USE ONLY

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

In Progress
-
Open

Denied
-
Closed

Filled
-
Closed

Partial
-
Closed

STATE USE ONLY

Tracking Information
Final Cost

Tracking # _____

Total _____

Rec'd Date _____

Deposit _____

Ready Date _____

Balance Due _____

Total Pages _____

Balance Paid _____

Records Provided

Custodian Signature _____

Date _____

Division	Mail Address	Street Address	Floor	City	Zip	Telephone
Department of Human Services (Central Office)	Office of Legal and Regulatory Liaison	222 S. Warren St. P.O. Box 700		Trenton	08625	609-292-8313
Commission for the Blind and Visually Impaired	Central Office Administration	153 Halsey St.	5 th	Newark	07101	973-648-3254
Commission for the Blind and Visually Impaired	Statewide Services and Northern Regional Office	153 Halsey St.	5 th	Newark	07101	973-648-2111
Commission for the Blind and Visually Impaired	Southern Regional Office	101 Haddon Ave.		Camden	08103	856-614-3000
Commission for the Blind and Visually Impaired	Central Regional Office	1510 Hooper Ave, Ste. 240		Toms River	08753	732-255-0720
Commission for the Blind and Visually Impaired	Joseph Kohn Rehabilitation Center	130 Livingston Ave		New Brunswick	08903	732-937-6363
Deaf and Hard of Hearing		222 S. Warren St. P.O. Box 074		Trenton	08625	609-984-7281
Developmental Disabilities	Administrative Practice Officer	P.O. Box 726		Trenton	08625	609-633-2209

Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

Disability Services		P.O. Box 700		Trenton	08625	609-292-7800
Family Development		P.O. Box 716		Trenton	08625	609-588-2411
Medical Assistance and Health Services		P.O. Box 712, Mail Code #3		Trenton	08625	609-588-2656
Mental Health Services	Central Division Administration Director's Office	50 E. State St. P.O. Box 727	3 rd	Trenton	08625	609-777-0702
Mental Health Services	Southern Regional Office Ancora Psychiatric Hospital Evergreen Hall	202 Spring Garden Rd.		Hammonton	08037-9699	609-567-7352
Mental Health Services	Central Regional Office	50 E. State St. P.O. box 727	3 rd	Trenton	08625-0727	609-777-0678
Mental Health Services	Northern Regional Office	100 Hamilton Plaza Suite 615 Box 4, Hudson United Building		Paterson	07505	973-977-4397
Mental Health Services	Ancora Psychiatric Hospital	202 Spring Garden Rd.		Hammonton	08037-9699	609-567-7375
Mental Health Services	Greystone Park Psychiatric Hospital	Central Avenue		Greystone Park	07950	973-538-1800 Ext. 4048
Mental Health Services	Hagedorn Psychiatric Hospital			Glen Gardner	08826	908-537-3120
Mental Health Services	Ann Klein Forensic Center	Stuyvesant Aveune P.O. Box 7717		West Trenton	08628	609-633-8129
Mental Health Services	Trenton Psychiatric Hospital	Sullivan Way P.O. Box 7500		Trenton	08628	609-633-1670
Mental Health Services	Arthur Brisbane Child Treatment Center	Allaire Rd. P.O. Box 625		Allaire	07727	732-938-5061
Youth and Family Services	Director's Office	50 East State St. P.O. Box 717		Trenton	08625	609-943-4161
Office of Education		P.O. Box 710		Trenton	08625-0710	609-588-3165
Catastrophic Illness in Children Relief Fund Commission	Department of Human Services	222 S. Warren St. P.O. Box 700		Trenton	08625-0700	609-292-0600
NJ Developmental Disabilities Council	Department of Human Services	222 S. Warren St. P.O. Box 700		Trenton	08625-0700	609-292-3745
NJ Child Life Protection Commission	Department of Human Services	222 S. Warren St. P.O. Box 700		Trenton	08625-0700	609-292-0888