

**Monmouth County Sheriff's Office**  
**Shaun Golden, Sheriff**  
**2500 Kozloski Road, Freehold NJ, 07728**

**REQUEST FOR PUBLIC RECORDS**

New Jersey Law (N.J.S.A. 47:1A-1. At seq.), effective July 8<sup>th</sup>, 2002, provides that certain government records shall be made available to the public for inspection, examination, and copying. A request for public records must be submitted on this form to the Monmouth County Sheriff's Office via email at [opra@mcsnj.org](mailto:opra@mcsnj.org) or postal mail to Monmouth County Sheriff's Office, Attn: OPRA Custodian of Records, 2500 Kozloski Road, Freehold, NJ 07728. If your request is approved, it will take some time to compile the records and make the copies requested, but they will normally be available within seven business days pursuant to statute. If a document or copy which has been requested is not a public record pursuant to statute or if it can not be provided within seven business days, you will be provided with a response with that information within the seven business days. Fees for copying public records are established by statute as follows: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty \$0.25 per page. Pursuant to N.J.S.A. 471A-5c., this office may impose a reasonable special service charge if the nature, format, manner of collation, or volume of a government record is such that it cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate your request.

The terms "public record" and "government record" in New Jersey do not include:

- ✧ Criminal investigatory records
- ✧ Victim's records
- ✧ Inter-agency or Intra-agency advisory, consultative, or deliberate material
- ✧ Emergency or security information regarding computer hardware, software, and networks which, if disclosed, would jeopardize computer security
- ✧ Information regarding labor-management negotiations including statements of strategy or negotiating position
- ✧ Pension and personnel records in possession of this office
- ✧ Personal information including address, phone numbers, credit card information, or social security numbers

*Requester Information:*

Name of Requester: \_\_\_\_\_

Address and phone number of Requester: \_\_\_\_\_

Description of Government Record sought: \_\_\_\_\_

Type of Access (inspection, copying): \_\_\_\_\_

Medium requested: Paper copy \_\_\_\_\_ Other (please specify): \_\_\_\_\_

*Acknowledgement:*

The applicant hereby acknowledges receipt of a copy of this form with the date on which the requested information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of an indictable offense under the laws of this State, any other State or the United States, and is not seeking government records containing personal information pertaining to a victim or a victim's family.

✧ Pre-payment of a deposit for this request is required in the amount of: \_\_\_\_\_

This completed form, when signed by a Monmouth County Sheriff's Office employee, shall constitute a receipt for the deposit made by the applicant. If the document is not picked up within seven business days, the applicant must re-submit a request.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Monmouth County Sheriff's Office: \_\_\_\_\_

Date: \_\_\_\_\_