



# OPEN PUBLIC RECORDS ACT REQUEST FORM

## Board of Fire Commissioners

Fire District No. 3 - Piscataway Township

P.O. Box 741

Piscataway, New Jersey 08854

info@arborhosefire.com

Chairman Malcolm Brown



### Requestor Information – Please Print

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

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

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

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

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

Preferred Delivery:  US Mail  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

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.

Large empty box for recording request details.

### AGENCY USE ONLY

Est. Document Cost \_\_\_\_\_

Est. Delivery Cost \_\_\_\_\_

Est. Extras Cost \_\_\_\_\_

Total Est. Cost \_\_\_\_\_

Deposit Amount \_\_\_\_\_

Estimated Balance \_\_\_\_\_

Deposit Date \_\_\_\_\_

### AGENCY 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 \_\_\_\_\_

### AGENCY 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 \_\_\_\_\_