

State of New Jersey
Old Bridge Township Board of Education
 4207 Route 516, Matawan, NJ 07747
 732 566-1000 phone 732 583-4644 fax
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.

Requestor Information - Please Print

First Name	MI	Last Name
Company		
Mailing Address		
City	State	Zip
Business Hours Telephone: Area Code		Number
Preferred Delivery: Pick Up		US Mail
Signature		Date
<i>Circle One:</i> Under penalty of N.J.S.A. 2C:28-3, certify that I <i>HAVE / HAVE NOT</i> been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.		

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash Check Money Order

Fees: .05 cents per page

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

Extras: Extraordinary service fees dependent upon request.

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.

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.	
Open	_____
In Progress	Closed
Denied 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 _____