

# Mercer County Prosecutor's Office

## OPRA -Government Records Request Form

See Reverse Side for Important Information

**Person requesting info - Please Print**

First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Company \_\_\_\_\_

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

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

Daytime Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Ext. \_\_\_\_\_

Preferred Delivery: Pick-up \_\_\_\_\_ U.S. Mail \_\_\_\_\_ E-mail \_\_\_\_\_ (must provide email address above)

**Certification:** Under penalty of N.J.S.A. 2C:28-3, I certify that I have not been convicted of any indictable offense under the laws of this State, any other state or the United States and am not seeking government records containing personal information pertaining to the victim or the victim's family as provided by N.J.S.A. 47:1A-1, et. seq.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Requested Information**

*Please be as specific as possible in describing the records being requested. Please note that your preferred method of delivery will only be accommodated if this office has the technological means and the integrity of the records will not be jeopardized by such method of delivery.*

Case or Indictment #: \_\_\_\_\_ Adult Case \_\_\_\_\_ Juvenile \_\_\_\_\_

Defendant's Name: \_\_\_\_\_ SS# \_\_\_\_\_ DOB: \_\_\_\_\_

Victim's Name: \_\_\_\_\_

Records requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Use additional sheet if necessary.)

**For Prosecutor's Office Use Only**

Tracking # _____	Est. Document Cost _____
Received Date _____	Est. Delivery Cost _____
Ready Date _____	Est. Extras Cost _____
Total Pages _____	Total Est. Cost _____
Documents Provided _____	Deposit: _____
	FINAL COST _____
	Balance Due _____

## PUBLIC ACCESS TO GOVERNMENT RECORDS

1. State law requires that requests for access to government records be in writing. Requestors are encouraged to complete, sign and date this request form and must deliver it in person, by mail or electronically during regular business hours. Your request is not considered filed until the appropriate custodian of the record requested has received the request form. If you submit a request for access to government records to someone other than the appropriate custodian, do not provide complete information *in this request form*, or attempt to make a request by telephone or fax, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
2. The fees for duplication of a government record in printed form are as follows: \$0.05 per page for 8x11 paper; \$0.07 per page for 8x14 paper. Pursuant to N.J.S.A. 47:1A-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. Requests with estimated fees exceeding \$25.00 must be accompanied by a 50% deposit. Anonymous requests, when permitted, require a deposit of 100% if the estimated fees and costs exceed \$5.00.
3. 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 deliberative materials
  - Emergency or security information or procedures for buildings and facilities
  - Administrative or technical 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
4. By State law, this office must deny access to a person who has been 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.
5. 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.
6. The Office of the Mercer County Prosecutor will notify you that it grants or denies a request for access to government records within seven (7) 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 (7) business days when the record can be made available and the estimated cost. If this office is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial in the response.
7. 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 decision by the Office of the Mercer County Prosecutor to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC) in the Department of Community Affairs.
8. Information provided on this form may be subject to disclosure under the Open Public Records Act.