



**SUSSEX COUNTY PROSECUTOR'S OFFICE**  
**GOVERNMENT RECORDS REQUEST FORM**



**Important Notice: The attached sheet contains important information related to your rights to request government records. Please read it carefully.**

**Please Print:**

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

Company \_\_\_\_\_

Home Address \_\_\_\_\_

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

Telephone Number where you can be reached between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday. Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Citizen of USA ? Yes \_\_\_\_\_ No \_\_\_\_\_

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 or any other State or the United States.

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

Identification provided: Yes \_\_\_\_\_ Type: \_\_\_\_\_ Refused \_\_\_\_\_

Record Request Information. To Expedite Your Request Be as Specific as Possible:

  
  
  
  

Requestor can pick up requested material at the Sussex County Prosecutor's Office (7) seven business days after date of request. If request cannot be delivered within (7) seven business days, requestor will be notified when material will be available.

**Custodian of Records Review**

Request Granted: \_\_\_\_\_

Request Denied: \_\_\_\_\_

Reason For Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Payment Information - Maximum Amount of Money**  
Requester is willing to pay: \$ \_\_\_\_\_

**Select Payment Method:**  
Cash \_\_\_\_\_ Certified Check \_\_\_\_\_ Money Order \_\_\_\_\_  
(Made payable to Sussex County Prosecutor's Office)

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**Fees:** Letter size pages - \$0.05 per page  
Legal size pages - \$0.07 per page  
Other materials (CD, DVD, VHS - etc) - actual

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

**Extras:** Special service charge dependent upon request.

Total Number of Pages Copied: \_\_\_\_\_ Total Costs \_\_\_\_\_

Extraordinary Costs if any: \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date \_\_\_\_\_

Original: Custodian of Records; Copy: Requestor; Copy: Defendant's if any.

## IMPORTANT INFORMATION FOR PUBLIC ACCESS TO GOVERNMENT RECORDS:

Access to government records is available under the Open Public Records Act to citizens of the USA who are also residents of New Jersey.

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

- Criminal Investigatory Records
- Victim's records
- Inter-agency or intra agency, consultative, or deliberative material
- Emergency or security information or procedures for buildings or 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 in possession of this office

1. State Law requires that in order to request access to government records, you must complete, sign and date this request form and deliver it in person during regular business hours to the appropriate custodian of the record requested. Your request is not considered filed until you have delivered it to the Sussex County Prosecutor's Office.
2. The fees for duplication of a government record in printed form are listed on the front of the requestor form. We will notify you of any special charges, special service charges, or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, certified check or money order payable to the Sussex County Prosecutor's Office.
3. Requests with estimated fees exceeding \$25.00 must be accompanied by a 50% deposit. You agree to pay the balance upon delivery of the records.
4. By State Law, a custodian must deny access to a person who is 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. By law, the Sussex County Prosecutor's Custodian of Records must notify you within (7) seven business days from receipt of your request as to whether it grants or denies your request. If the record requested is not currently available or is in storage or archived, the custodian will advise you within (7) seven business days when the record can be made available and the estimated cost.
6. 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 that accommodates your interests and the interests of the Sussex County Prosecutor's Office.
7. If the Sussex County Prosecutor's Office is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
8. Except as otherwise provided by law or by agreement with the requestor, if the custodian of the record requested fails to respond to you within (7) seven business days of receiving a written, signed request form, the failure to respond will be considered a denial of your request.
9. If your request for access to a government record has been denied or unfiled within the time permitted by law, you have a right to challenge the decision by the Sussex County Prosecutor's Office 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) located in the Department of Community Affairs.