Woodbridge Township Fire District #5
GOVERNMENT RECORDS REQUEST FORM

Important Notice

The attention notice contains important information related to your rights concerning government records. Please read it carefully.

REQUESTOR INFORMATION – PLEASE PRINT PAYMENT INFORMATION

The last page of this form contains important information related to your rights concerning government records. Please read carefully

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____

E-mail Address _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Preferred Delivery: Pick Up ____ US Mail ____ On-Site Inspect ____ Fax ____ 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

Select Payment Method

Cash Check Money Order

Fees: Letter size pages- $.05 per page
Legal size pages- $.07 per page
Other materials (CD, DVD, etc.) actual cost of material

Delivery: Delivery / postage is 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 be jeopardized by such method of delivery.

-District Use Only-

Records Fees _____
Postage Fees _____
Addt'l Fees _____
Total Fees _____
Deposit Amount _____
Balance _____

Tracking # _____
Rec'd Date _____
Est. Ready Date _____
Total Pages _____

_____
Custodian Signature Date