

# Union Beach Police Department

650 Poole Ave Union Beach, NJ 07735

## REQUEST FOR PUBLIC RECORDS

(N.J.S.A. 47:1A-1, et seq.)

A request for Public Records must be submitted to the above address, on this form which has been adopted by the Chief of Police as the Custodian of Records. If your request is approved, it may take some time to compile and make the copies requested, but they will normally be available within seven (7) business days pursuant to statute. If a document or copy which has been requested is not a public record pursuant to statute, or if it cannot be provided within seven (7) business days. Fees for copying public records are established by Borough Ordinance #2004-51 which is as follows 1<sup>st</sup> to 10<sup>th</sup> page: A fee of \$.75 per page. 11<sup>th</sup> to 20<sup>th</sup> page: A fee of \$.50 per page. All pages over 20: A fee of \$.25 per page.

NOTE: MOTOR VEHICLE CRASH REPORTS are \$5.00 per report. Pursuant to N.J. S. A. 47:1A-5c, this department 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 business size or involves an extraordinary expenditure of time and effort to accommodate your request.

The term "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.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ DATE OF INCIDENT \_\_\_\_\_

INFORMATION REQUESTED: (Be as specific as possible)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant hereby acknowledges receipt of a copy of this form with the date on which the requested is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, and any other State or the United States and is not seeking government records containing personal information pertaining to a victim or a victim's family.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
UNION BEACH POLICE DEPT, RECORDS DEPT

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_