



TOWNSHIP OF PENNSAUKEN

OPEN PUBLIC RECORDS ACT REQUEST FORM

5605 N. Crescent Blvd. Pennsauken, NJ 08110

Phone: 856.665.1000 ext. 123 or 124 & Fax: 856.665.7602

pforman@twp.pennsauken.nj.us

Pamela Scott-Forman - Acting Township Clerk



Important Notice

The last page 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 \_\_\_\_\_

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

Maximum Authorization Cost \$ \_\_\_\_\_

Select Payment Method

Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_

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

Delivery: Delivery / postage fees 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 not be jeopardized by such method of delivery.

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.

In Progress \_\_\_\_\_ Open \_\_\_\_\_

Denied \_\_\_\_\_ Closed \_\_\_\_\_

Filled \_\_\_\_\_ Closed \_\_\_\_\_

Partial \_\_\_\_\_ Closed \_\_\_\_\_

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking # _____	Total _____	Deposit _____	_____
Rec'd Date _____	Ready Date _____	Balance Due _____	_____
Total Pages _____	Records Provided _____	Balance Paid _____	_____

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

Date \_\_\_\_\_