CITY OF HOBOKEN

MUNICIPAL BUILDING
94 WASHINGTON STREET
HOBOKEN, NEW JERSEY 07030

REQUEST FOR PUBLIC RECORDS

Name: _____

Address: _____

_____

Telephone [day] _____

Information Requested:

[___] **Copy of Minutes** [specify board or entity, date, topic or other identifying information]

_____

_____

[___] **Copy of Ordinance or Resolution** [specify date, number, or other identifying information]

_____

_____

[___] **Police Accident Report** Fee: _____

Date & Location of Accident _____

[___] **Other** [specify] _____

_____

_____

[___] **License Information** [Specify] _____

_____

Information on a Specific Property Address _____

Block _____ Lot _____

[___] **Municipal Lein Search** Fee $10.00

Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in J.J.S.A. 54:5-11, *et seq.*

[___] **List of Property Owners within 200'** Fee: _____

As provided in N.J.S.A. 40:55D-12, the fee is greater of $0.25 per name or $10.00

** For Municipal Use Only**

The information requested will be ready on _____

Estimated Number of Pages _____ Estimated Cost _____

Deposit _____

[required where the anticipated cost of reproduction exceeds $5.00]

ACKNOWLEDGMENT

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information 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, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by *N.J.S.A. 47:1A-1 et seq.*

I hereby acknowledge that I have received the document(s) requested except for any document(s) specifically listed on the Public Records Request Response Form.

_____ _____

Applicant Municipal Official

Date: _____ Date: _____

CITY OF HOBOKEN

PUBLIC RECORDS REQUEST RESPONSE

TO : _____

DATE : _____

For the following reason(s), the document(s) listed below and requested by you are not being provided because the document(s) are not public records as provided by law:

_____

_____

_____

_____

_____

_____

_____

_____

_____

You have a right to appeal the decision that the document(s) are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by *N.J.S.A. 47:1A-1 et seq.* If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

ACKNOWLEDGMENT

I hereby acknowledge that the document(s) specifically listed above documents will not be provided. If any documents have not been provided. I further acknowledge that I have received information on the procedures for any appeals of the determination.

_____ _____

Date Applicant

_____ _____

Date Municipal Clerk

OPEN PUBLIC RECORDS ACT (OPRA)

CITY OF HOBOKEN

MUNICIPAL BUILDING
94 WASHINGTON STREET
HOBOKEN, NEW JERSEY 07030

A request for a copy of Public Records should be submitted on this attached form, which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records requested have specific fees or other response times established by statute. There is no fee involved in inspecting a document during normal business hours.

The term "public records" includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentially or which is specifically exempt by law.

In General:

- Records which are not readily available or which will require a search of records will be made available as soon as possible and you will be provided with an interim report within seven (7) business days indicating the time which will be required to provide the records.

- Except as otherside provided by law or regulation, the fee assessed for the duplication of a printed record shall be: first page to tenth page, $0.75 per page; eleventh page to twentieth page, $0.50 per page; all pages over twenty, $0.25 per page; for a police accident report there is an additional fee when the request is not made in person of $5.00 for the first three pages and $1.00 for each additional page, as provided by N.J.S.A. 39:4-131.

- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format request. The cost will be based on the costs of producing the format requested.

- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.