

## BOROUGH OF MENDHAM 2 West Main Street, Mendham, NJ 07945

Visit our website at www.mendhamnj.org

Office Use Only				

**Tracking Number** 

## **GENERAL REQUESTS**

Borough Clerk/Custodian of Records
Email completed form to: clerk@mendhamnj.org
973-543-7152 Ext. 15 Fax 973-543-7202

## **POLICE RECORDS**

Mendham Borough Police Department/Custodian of Records
Email completed form to: opra\_mbpd@mendhamnj.org
973-543-2993 Fax 973-543-9774

## **GOVERNMENT RECORDS REQUEST FORM**

Requestor Information (Please	Print)		Payment Information	
			SELECT PAYMENT METHOD:	
First Name	Last M Name		□ Cash □ Check □ Money Order	
			MAXIMUM AUTHORIZATION COST	
			Not to Exceed \$	
			FEES: Paper Copy \$0.05/page Letter size	
City	State Zip Tel:		\$0.07/page	
PREFERRED DELIVERY On-site Inspection	on Pick Up US Mail		Legal size	
(OUEOK ONE)			Email No Charge	
Under penalty of N.J.S.A. 2C:28-3, I certify that I <i>HAVE NOT</i> been convicted of any indictable offense under the laws of the State of New Jersey, any other state, or the United States of America.			DELIVERY: The cost of delivery and/or postage fees will be added.	
Signature	Date _		EXTRAS: Extraordinary service	
			fees may be added dependent upon request.	
Government Record(s) Reque	ested			
PLEASE DE AS SPECI	FIC AS POSSIBLE WHEN IDENTIFY	TING THE RECORD(S) T	OU WISH TO OBTAIN	
Important Notice The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.				
BOROUGH USE ONLY	BOROUGH USE ONLY	BOI	ROUGH USE ONLY	
Fees:	OPRA REQUEST REFERRED TO:	Date OPRA Request Received://		
	Department(s):	OPRA Form Received by:		
		☐ Referred to Departm	nent(s) on	
		☐ Record(s) Received from Department(s)		
	Disposition Notes: If any part of request cannot be delivered in 7 business days, detail reasons here:	_ noona(o) nooshoo	nom Boparanon (o)	
BALANCE DUE: \$		Custodian Signature	Date	