



# Cinnaminson Fire District #1

**CINNAMINSON FIRE DEPARTMENT**

*An ISO "Class 2" Fire Department*

## GOVERNMENT RECORDS REQUEST FORM

1621 Riverton Road, Cinnaminson, New Jersey 08077  
856-829-5220

### Important Notice

The reverse side of this form contains important information regarding your rights concerning government records. Please read carefully.

### Requestor Information – Please Print

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Preferred Delivery: Pick-Up \_\_\_ US-Mail \_\_\_ Email \_\_\_ Fax \_\_\_ On-Site Inspect \_\_\_

**Choose 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

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

Select Payment Method:

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

Fees: Pages 1-10 \$0.75 each  
Pages 10-20 \$0.50 each  
Pages 21+ \$0.25 each

Delivery: Delivery/Postage fees additional based on delivery type

Extra: Extraordinary services fees may apply based on type of request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspecting), and if data, the medium requested.

#### AGENCY USE ONLY

Est. Document Cost: \$ \_\_\_\_\_

Est. Delivery Cost: \$ \_\_\_\_\_

Est. Extra Cost: \$ \_\_\_\_\_

Deposit Amount: \$ \_\_\_\_\_

Est. Balance: \$ \_\_\_\_\_

Deposit Date \_\_\_\_\_

#### AGENCY USE ONLY

Disposition Notes  
Custodian: If any part of the request cannot be delivered in seven (7) business days, detail reason.

In Progress    Open \_\_\_\_\_

Denied            Closed \_\_\_\_\_

Filled            Closed \_\_\_\_\_

Partial            Closed \_\_\_\_\_

#### AGENCY USE ONLY

Tracking Information	Final Cost
Tracking #: _____	Total: \$ _____
Rec'd Date: _____	Deposit: \$ _____
Ready Date: _____	Balance Due: \$ _____
Total Pages: _____	Balance Paid: \$ _____
Records Provided	
_____	_____
Custodian Signature	Date

# Instructions for requesting access to Government Records under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. This form should be utilized to submit a records request from the **Cinnaminson Fire District#1 ONLY**.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the Cinnaminson Fire District#1 that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian. N.J.S.A. 47:1A-5.h.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the Cinnaminson Fire District#1.
5. **You may be charged a 50% or other deposit when a request for copies exceeds \$25.** The Cinnaminson Fire District#1 custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, **and** who is seeking government records containing personal information pertaining to the person's victim or the victim's family. This includes anonymous requests for said information.
7. By law, the Cinnaminson Fire District#1 must notify you that it grants or denies a request for access to government records within seven (7) business days after the agency custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
9. If the Cinnaminson Fire District#1 is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the agency custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of your request.
11. If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the Cinnaminson Fire District#1 to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council ("GRC") by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.