



State of New Jersey
New Jersey Transit Corporation
 GOVERNMENT RECORDS REQUEST FORM



Important Notice

This form contains important information related to your rights to request government records. Please read it carefully.

The contact information for the New Jersey Transit Corporation Official Custodian of Records is as follows:

Official Custodian of Records
NJ TRANSIT
One Penn Plaza East, 9th Floor
Newark, NJ 07105-2246
Phone: 973-491-7453
Fax: 973-491-7071

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____

Company/Affiliation _____

Mailing Address _____

City _____ State _____ Zip _____ Email _____

Business Hours Telephone: Area Code _____ Number _____ Extension _____

Fax Number: _____

Preferred Delivery: Pick Up _____ US Mail _____ Electronically _____ On Site Inspection _____

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 \$0.05 per page
 Legal size \$0.07 per page
 Other Actual cost of materials

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested.

AGENCY USE ONLY

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Deposit

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

Disposition Notes

In Progress - Open _____
Extension - Open _____
Billed - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

Tracking Information

Final Cost

Tracking # _____	Total Pages _____
Date Rec'd _____	Total Cost _____
Date Due _____	Deposit _____
Date Ready _____	Balance Due _____
Date Billed _____	Balance Paid _____
Date Closed _____	

Records Provided

Custodian Signature

Date

Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. To request access to government records under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.), you must complete, sign and date the government records request form and deliver it in person, by mail or electronically during regular business hours to the Custodian of Records. Your request is not considered filed until the Custodian of Records receives the completed request form. If you submit the request form to any other officer or employee of NJ TRANSIT, that officer or employee does not have the authority to accept your request form on behalf of NJ TRANSIT and you will be directed to the Custodian of Records.
2. If you submit a request for access to government records to someone other than the Custodian of Records, do not complete the NJ TRANSIT request form, or attempt to make a request for access by telephone, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. The fees for duplication of a government record in printed form are listed on the government records request form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by check or money order payable to NJ TRANSIT.
4. You may be charged a 50% or other deposit when a request for copies exceeds \$25. The NJ TRANSIT custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
5. 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.
6. By law, NJ TRANSIT must notify you that it grants or denies a request for access to government records within seven business days after the Custodian of Records receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, NJ TRANSIT will advise you within seven business days when the record can be made available and the estimated cost. You may agree to extend the time NJ TRANSIT has to make records available or review your request.
7. You may be denied access to a government record if your request would substantially disrupt agency operations and the Custodian of Records is unable to reach a reasonable solution with you.
8. If NJ TRANSIT is unable to comply with your request for access to a government record, the Custodian of Records will indicate the reasons for denial.
9. Except as otherwise provided by law or by agreement with the requester, if the Custodian of Records fails to respond to you within seven business days of receiving a completed request form, the failure to respond will be considered a denial of your request.
10. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the NJ TRANSIT to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC) located in the Department of Community Affairs. You may contact the GRC by toll-free telephone at 866-850-0511.
11. Information provided on the government records request form may be subject to disclosure under the Open Public Records Act.

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