



State of New Jersey NJ Higher Education Student Assistance Authority GOVERNMENT RECORDS REQUEST FORM



Important Notice:
The reverse of this form contains important information related to your rights to request government records. Please read it carefully.

Requester Information: (Please Print – see reverse side for important information)

First Name: _____ MI: _____ Last name: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

e-mail Address: _____

Business Hours Telephone #: (_____) _____ - _____ Ext. _____

Fax # (if applicable): (_____) _____ - _____ Ext. _____

Preferred Delivery: Pick-up _____ US Mail _____ 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 or any other state or the United States.

Signature: _____ Date: _____

Payment Information:

Maximum Authorized Cost:
\$ _____

Select Payment Method:

Check _____
Money Order _____

Fees: Pages 1 - 10 @ \$0.75 per
Pages 11 - 20 @ \$0.50 per
Pages 21 + @ \$0.25 per

Delivery: Delivery/postage fees additional depending upon delivery type

Extras: Extraordinary service fees dependent upon request

Record Request Information: (To expedite your request be as specific as possible in describing the records requested.)

STATE USE ONLY

Estimated Document Cost: \$ _____

Estimated Delivery Cost: \$ _____

Estimated Extra Cost: \$ _____

Total Estimated Cost: \$ _____

Deposit Amount: \$ _____

Estimated Balance: \$ _____

Deposit Date: _____

STATE USE ONLY

Disposition Notes:

Custodian: if any part of request cannot be delivered in seven (7) business days detail reasons here; attach additional notes if necessary.

In Progress - Open _____

Denied - Closed _____

Filled - Closed _____

Partial - Closed _____

STATE USE ONLY

<u>Tracking Info:</u>	<u>Finalized Cost:</u>
Tracking #: _____	Total: \$ _____
Received Date: _____	Deposit: \$ _____
Ready Date: _____	Balance Due: \$ _____
Total Pages: _____	Balance Paid: \$ _____

Records Provided (attach additional notes if necessary): _____

Custodian Signature _____ Date _____

PUBLIC ACCESS TO GOVERNMENT RECORDS
Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. The Open Public Records Act (OPRA) requires that in order to request access to government records, you must complete all the required portions of, sign and date this form, and deliver it in person during regular business hours, or by mail, fax, or electronically to the appropriate custodian of the requested record(s). Your request is not considered filed until the appropriate custodian, of the requested record(s), has received a completed request form. If you submit the request form to any other officer or employee of the NJ Higher Education Student Assistance Authority, that officer or employee does not have the authority to accept your request form on behalf of the NJ Higher Education Student Assistance Authority, and you will be directed to the appropriate division custodian. Please return this form to Records Custodian, NJHESAA, Governmental Relations and Legal Affairs, P.O. Box 540, Trenton, New Jersey, 08625-0540.
2. If you submit a request for access to government records to someone other than the appropriate records custodian, do not complete the required portions of the NJ Higher Education Student Assistance Authority's request form, or attempt to make a request for access by telephone, OPRA and its deadlines, restrictions and remedies will not apply to your request.
3. The fees for duplication of government record(s) in printed form are listed on the front of this 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 in check or money order**, payable to the **State of New Jersey**.
4. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address, and telephone number or e-mail address is required. Where contact is not necessary, anonymous requests are permitted. However, it is suggested that you provide such information in case the records custodian needs to clarify what information is being requested. Additionally, anonymous requests for personal information will not be honored.
5. **A 50% deposit must accompany requests with estimated fees exceeding \$25.** Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the record(s).
6. Under OPRA, a custodian must deny access to a person who is convicted of an indictable offense in New Jersey, any other state, or the United States, who is seeking government record(s) containing personal information pertaining to the person's victim or the victim's family.
7. By law, the NJ Higher Education Student Assistance Authority, must notify you that it grants or denies a request for access to government records within seven (7) business days after the custodian, of the requested record, receives the request, provided that the record(s) is/are currently available and not in storage or archived. If the requested record(s) is/are not currently available or is in storage or archived, the custodian will advise you within seven (7) business days when the record(s) can be made available and the estimated cost. You may agree with the custodian to extend the time for granting or denying your request, or for making the record(s) available.
8. You may be denied access to government record(s) if your request would substantially disrupt agency operations and the records custodian is unable to reach a reasonable solution with you.
9. If the NJ Higher Education Student Assistance Authority, is unable to comply with your request for access to a government record(s), the records custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the custodian of the requested record fails to respond to you within seven (7) business days of receiving a written, signed request form, the failure to respond will be considered a denial of your request.
11. If your request for access to government record(s) has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the NJ Higher Education Student Assistance Authority, 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). You may contact the GRC by telephone at 866.850.0511, by mail at P.O. Box 819, Trenton, NJ 08625-0819, by e-mail at grc@dca.state.nj.us, or at the GRC's web site is www.nj.gov/grc/.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.