

# PUBLIC RECORDS REQUEST FORM

Montclair State University  
Office of University Counsel  
& ROH + D O 3085 R R P  
MONTCLAIR, NEW JERSEY 07043

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R U  
F D P S R V Q # P R Q W F O D L U H G X

## SECTION I - REQUESTOR INFORMATION: (See Note Below) - Please PRINT all information

Name: \_\_\_\_\_  
                    First                    Middle                    Last

Company: \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_

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

Preferred Delivery (choose one)

Have you ever been convicted of an indictable crime? Y\* \_\_\_\_\_ N \_\_\_\_\_  
(\* If yes, see NJSA 47:1A-I, et seq.)

r Pick-up      r US Mail

Fedex/UPS:    r Standard    r 2<sup>nd</sup> Day

Are you a citizen of the United States?      Y \_\_\_\_\_ N \_\_\_\_\_

r Next Day

Are you a citizen of the State of New Jersey?      Y \_\_\_\_\_ N \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION II - RECORD REQUEST INFORMATION: Provide request information here & be as specific as possible

## SECTION III - PAYMENT INFORMATION:

Payment Type: r Cash      r Check

r Credit Card:

r Visa    r MasterCard    r Discover

Credit Card #: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Credit Authorization Signature:  
\_\_\_\_\_

& Y Q J S B U J P O % B U F @ @ @ @ @ @

Note: To request University records under the Open Public Records Act, you must complete sections I, II, III of this form and deliver it in person, by mail, electronically, or by other appropriate means DV P H Q W L R Q H G D E to the Custodian of Records (Office of the University Counsel) at Montclair State University. Please see reverse side for instructions. Sections A-E are for Montclair State University use only.

<b>SEC. A - TRACKING FULFILLMENT INFORMATION :</b> Tracking # _____ Division Code _____ Request Rec'd _____ # Total Pages _____	<b>SEC. B - DOCUMENTS PROVIDED ID #:</b> _____ _____ _____ _____
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**SEC. C - DISPOSITION FOR REQUEST:**  
 Custodian: If any part of the request is denied or cannot be filled within 7 business days, detail reasons here

<b>SEC. D DISPOSITION DETAIL:</b> r Filled r Denied r Partially Filled r Partially Denied  Custodian: _____		<b>Sec. E. - CHARGES</b>	<b>Estimated</b>	<b>Actual</b>
		Photocopies		
		Rate per copy		
		Hours		
		Hourly rate		
		Delivery		
		Total charges		
		Deposit		
		Due upon completion		