

TOWNSHIP OF MOUNT LAUREL

REQUEST FOR PUBLIC RECORDS

NAME _____

ADDRESS _____

TELEPHONE _____

(DAY)

INFORMATION REQUESTED:

Information on a specific property: Block _____ Lot _____ Qualifier _____

- Municipal Lien Search - Certificate Fee _____
- Municipal Lien Search - Information Only Fee _____
- Municipal Improvement Search - Certificate Fee _____
- Municipal Improvement Search - Information Only Fee _____
- Municipal Tax Search - Certificate Fee _____
- Municipal Tax Search - Information Only Fee _____
- Property Assessment - Information Fee _____
- List of Property Owners within 200ft Fee _____
- License Information (specify) _____
- Copies of Minutes (specify Date) _____

Township Council _____
Planning Board _____
Zoning Board _____

- Copies of Ordinance or Resolution (specify date & number)

Township Council _____
Planning Board _____
Zoning Board _____

- Other _____

POLICE DEPARTMENT RECORDS:

- Police Accident Report

Identify Accident: _____

- Other (specify) _____

A request for a copy of Public Records should be submitted on this form, which has been adopted by Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to locate and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public records or cannot be provided within the seven (7) business days, you will be provided with a response with that information within (7) business days. Some records have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours.

The applicant acknowledges that in any case where items of public record regarding municipal liens or municipal improvement ordinances are provided and the applicant is not requesting certificates as provided by N.J.S.A. 54:5-11 et seq. or N.J.S.A. 54:5-18.5, neither the applicant or any third party may assert any claim for damages against the Township of Mount Laurel or its officers or employees nor shall any act of the applicant constitute or be construed as creating an estoppel as to the Township's right to collect any outstanding balance or lien.

Where a legal determination must be made as to whether records are "public records" the time to provide copies will run from the date that the municipal official receives the determination from the Township Attorney or a Court Order that the records should be provided.

The term "public records" generally includes those records, which the Township is required by law to maintain. The term does not include employee personnel files, police investigative records, public assistance files or other matters in which there is a right of privacy or confidentiality.

THE APPLICANT HEREBY ACKNOWLEDGES RECEIPT OF A COPY OF THIS FORM WITH THE DATE ON WHICH THE INFORMATION IS EXPECTED TO BE AVAILABLE AND THE ESTIMATED COST.

THE APPLICANT HEREBY CERTIFIES THAT HE OR SHE HAS NOT BEEN CONVICTED OF AN INDICTABLE OFFENSE UNDER THE LAW OF THIS STATE, ANY OTHER STATE OR THE UNITED STATES AND IS NOT SEEKING GOVERNMENT RECORDS CONTAINING PERSONAL INFORMATION PERTAINING TO THE VICTIM OR THE VICTIM'S FAMILY AS PROVIDED BY N.J.S.A. 47:1A-1 ET SEQ.

The information requested will be ready on _____

Estimated number of pages _____ Estimated Cost _____

Deposit _____
(required where the anticipated cost of reproduction exceeds \$5.00)

Applicant Signature

Date

This form, when signed by the municipal official, shall constitute a receipt for any deposit received.

Municipal Official

Date

This form, when signed by the applicant, shall constitute acknowledgement of receipt of information requested.

Applicant Signature

Date