

GOVERNMENT RECORD REQUEST FORM
Township of Weymouth

As a member of the public, you have the following rights when requesting government documents:

- . To obtain a government record within seven (7) days of the request date, unless longer time is required for the Municipal Clerk to complete the request, pursuant to N.J.S. 47:1A-1 et seq.
- . If you are denied access to or copies of government record requested, you may challenge that decision by filing a complaint in the New Jersey Superior Court or Government Records Council.

INSTRUCTIONS: To request a government document, complete this form and submit it to:

Weymouth Township Municipal Clerk
45 South Jersey Avenue
Dorothy, NJ 08317
(609)476-2633
(609)476-4466FAX

An advanced deposit may be required for copies if costs are greater than \$5.00. **You have the right to approve of copying costs in advance.**

Requester Name: _____
(Municipality is not responsible if contact information is not provided, unless you appear in person)

Requester Address/Phone Number: _____

City _____ State _____ Zip Code _____ Phone/Fax No. during regular business hours _____

Briefly describe government record(s) requested and provide directions as to form in which you would like to receive the government record(s): _____

TO BE COMPLETED BY MUNICIPAL CLERK & APPROVED BY YOU IN ADVANCE OF COPYING:

Number of pages in request: _____ Cost of copying \$ _____ Advance deposit required \$ _____

Approve copying costs by placing your initials here: _____

SIGN AND PRINT NAME BELOW

DATE

for Municipal Clerk Only - DO NOT WRITE BELOW THIS LINE

Record(s) Request : APPROVED DENIED

Record(s) Requested: _____

Date record(s) will be made available: _____

Total pages of government record(s) requested: _____

Deposit paid in advance by requester: _____
(attach copy of check or money order)

Cost to requested: _____

if record(s) request denied, reason for denial: _____

MUNICIPAL CLERK

DATE

Form Updated: November, 2010