



Township of Randolph General Instructions for Fillable Forms

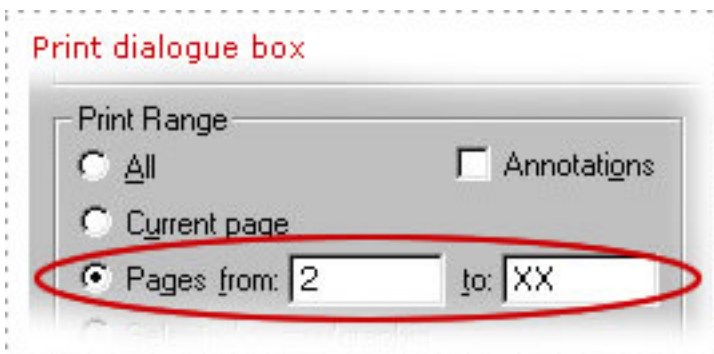
Please note that a fillable form is **NOT** the same as electronic filing and it is not possible to electronically submit a form—you must print it out after entering the information. If the form requires a signature, Randolph must receive the form with an original signature.

IMPORTANT: The free Adobe Reader software cannot save the form with the fill-in data for use at a later time. You can, however, save a blank fillable form for future use. To do this, return to the page containing the link to this form. Instead of clicking on it as you would normally do, right-click and select Save Target As/Save Link As from the pop-up menu which appears. See the “Helpful Hints” section on our [Online Forms](#) page for more information.

- After reading through these instructions, proceed to the first page of this form. Once it’s displayed in your browser window, position the hand pointer inside a form field and click. The hand pointer changes to an I-beam in fields where entering text is permitted.
- Enter your information and then press Tab on your keyboard to go to the next field. You may also use your cursor to move from field to field. Place your cursor in the field you want to fill in and click.
- Once you have filled out the entire form and are ready to print it out, be sure to make note of how many copies you will need. Some forms must be submitted to more than one department and it is recommended you print an additional copy for your records.
- Make sure the cursor is not inside a form field before printing the form. To do this, use the mouse to click in an area of the form where there are no fields (i.e., click your mouse on the Randolph logo).
- Do **NOT** use your web browser’s print function. Instead, use the print button at the left of the Adobe Reader tool bar, which appears immediately above the viewing window.



- Clicking on the print button launches a print dialogue box which gives you several options, including the option to print the entire document or specify a range of pages to print.



Since there is no need to include this instruction page when you print out or submit the form to the Township, we suggest you specify a print range beginning with Page 2 through to the last page of this form.

Caveat: In situations where you need more room than provided for entering information into a field, you will have to attach your

own supplemental information to the printed form. If you can’t see what you’ve entered into a field in its entirety, that means it won’t be visible when printed either.



Township of Randolph
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Web Site Photo Release Consent Form

From time to time, photographs of children may be included on the Randolph Township web site.

Township policy precludes the inclusion of personally identifying information without prior written consent from a parent or guardian. Personally identifiable information that may accompany a photograph includes a child's name and, if applicable, the sport, team or township-sponsored activity they are participating in.

At no time will personal identifiers other than a child's name or the sport, team or township-sponsored activity they are participating in be published on the Township of Randolph web site.

This consent form will be kept on file and considered correct and current until a new form rescinding permission is filed with the Township Manager's office.

Permission is granted to publish a photograph of my child with personally identifying information as defined above on the township web site. By granting permission, I hereby release the Township of Randolph, its employees, vendors, staff, agents, volunteers, Webmaster, and Internet host from any liability which may arise from the use of those materials.

Permission is **NOT** granted to publish a photograph of my child with personally identifying information as defined above on the township web site.

Child's Name (please print):
Printed Name of Parent/Guardian:
Signature of Parent/Guardian:
Relation to Child:
Date:

Please return this completed form to the Township Manager's office at the address indicated above.