



Randolph Township Police Department General Instructions for Fillable Forms

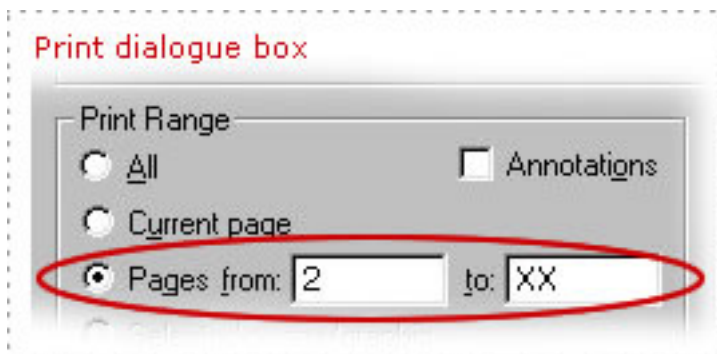
Please note that a fillable form is **NOT** the same as electronic filing and it is not possible to electronically submit a form—you must print it out after entering the information. If the form requires a signature, the police department must receive the form with an original signature.

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 the [Online Forms](#) page at the township site 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 police, 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.



Randolph Township Police Department
Records Bureau
502 Millbrook Avenue
Randolph, NJ 07869-3799
Tel. (973) 989-7028 • Fax (973) 989-7077

Records Request Form

General Information

A request for access to or for a copy of government records should be submitted on this form which has been adopted by the Records Bureau as the Custodian of Records for the Randolph Township Police Department.

Some records will be immediately available during regular business hours; some records will require time to compile and to make the copies requested but will normally be available during regular business hours and within seven business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven business days, you will be provided with a response with that information within the seven business days. The seven business day time frame begins the day after your request has been received by the Custodian of Records.

Some record requests have specific fees or other response times established by statute and that information will be included in any response to the request. There is no fee involved in simply inspecting a document during regular business hours.

- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven business days indicating the amount of time which will be required to provide the requested records.
- Except as otherwise provided by law or regulation, the fee for duplication of a government record in printed form shall be as indicated on the Records Request Form. We will notify you of any extraordinary service fees or other additional charges authorized by state law or regulations before fulfilling your request. If a document is requested to be mailed, a delivery/postage fee will be charged.
- If the nature, format, manner of collation, or volume of printing a government record to be copied is such that the record cannot be reproduced by ordinary document copying equipment, or involves an extraordinary expenditure of time and effort to accommodate the request, the Randolph Township Police Department may charge, in addition to the actual cost of duplicating the record, a special service charge which will be reasonable and based upon the actual direct cost of providing the copy. The Requestor will be notified in advance of the special service charge and may object to the charge prior to it being incurred.
- Where a legal determination must be made as to whether records are “public records” as provided by law, the request will be reviewed by the Morris County Prosecutor’s Office.

The term “public records” generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The terms “public record” and “government record” in New Jersey do not include:

- Criminal investigatory records
- Victim’s records
- Inter-agency or intra agency advisory, consultative, or deliberative material
- Emergency or security information or procedures for buildings or facilities
- Administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security
- Information regarding labor-management negotiations including statements of strategy or negotiating position
- Pension and personnel records in possession of this office



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Records Request Form

Please be sure you have read the previous page for important information related to your rights concerning government records.

Requestor Information		Payment Information
Name of Requestor		Max. Authorized Cost: \$ _____
Street Address	City, State, Zip	
Telephone Number	E-Mail Address	Select Method of Payment <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order
Preferred Delivery (please check one) <input type="checkbox"/> On-site inspection <input type="checkbox"/> Mail to Requestor's address <input type="checkbox"/> Call Requestor for pick-up <input type="checkbox"/> E-mail Requestor for pick-up <input type="checkbox"/> Await contact by Requestor <input type="checkbox"/> Other _____		
Under penalty of law, I hereby certify that I have not been convicted of any indictable offense under the laws of New Jersey, any other state or the United States and I am not seeking government records containing personal information pertaining to a victim or a victim's family as provided by N.J.S.A. 47:1A-1 et seq.		Fees: Pages 1-10 75¢ per page Pages 11-20 50¢ per page Pages 21+ 25¢ per page Delivery: Delivery/postage fees will be additional and are dependent upon delivery method selected. Special Service Charge: Extraordinary service fees will be additional and are dependent upon request.
_____ Requestor's Signature	_____ Date of Request	

Record Request Information
To expedite your request, please be as specific as possible in describing the records being requested.

This completed form, when signed by an employee of the Randolph Township Police Department's Records Bureau, shall constitute a receipt for the records request and any deposit received.

Requested records will be ready on:		Estimated Cost:	
Estimated # of pages:		Deposit:*	

**50% deposit required when the anticipated cost of reproduction will exceed \$25.00*

 Randolph Township Police Department

 Date Request Received

RECORDS BUREAU USE ONLY		
	Estimated	Actual
Number of Pages		
Document Fee		
Delivery Fee		
Special Service Charge		
Total Fee		
Deposit		
Due Upon Completion		
Date Fulfilled		



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Records Request Form Response

To: _____

- Document(s) provided: _____ pages at total cost of: \$ _____
- Document(s) not provided (see below)

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, as noted below:

Privileged or Protected Category

- Autopsy Reports
- Child abuse or sex assault victim name or address
- Court records sealed
- Computer security information
- Criminal investigatory records
- Credit Card Numbers
- Grand Jury testimony, information
- Grievance information with public employer
- Domestic Violence data
- Drivers' license numbers
- DYFS information
- Electronic Surveillance Materials
- Emergency or security information or procedures
- Employee sexual harassment complaints
- Fingerprint cards
- Inter-agency or intra agency advisory communications
- Juvenile records
- Labor Negotiation information, strategy or positions
- Medical Examiner Photographs
- Otherwise inappropriate material
- Pension and personnel records
- Photographs
- Pre-sentence Investigations
- Public Agency insurance communications
- Safety of persons or public
- Security measures and surveillance techniques
- Social Security Numbers
- Unlisted Telephone Numbers
- Victim locations (Domestic Violence)
- Victim records
- Record has been destroyed/not retained pursuant to:
- Other

Authority

N.J.S.A. 47:1A-1.1, et seq.
 N.J.S.A. 2A:82-46b
 Executive Order 69
 N.J.S.A. 47:1A-1.1, et seq.
 N.J.S.A. 47:1A-1.1, et seq.
 N.J.S.A. 47:1A-1.1, et seq.
 Court Rule 3:6-7
 N.J.S.A. 47:1A-1.1, et seq.
 N.J.S.A. 2C:25-33
 N.J.S.A. 47:1A-1.1, et seq.
 N.J.S.A. 9:6-8.10
 N.J.S.A. 2A:156A-19
 N.J.S.A. 47:1A-1.1, et seq.
 N.J.S.A. 47:1A-1.1, et seq.
 Executive Order 69
 N.J.S.A. 47:1A-1.1, et seq.
 N.J.S.A. 2A:4A-60
 N.J.S.A. 47:1A-1.1, et seq.
 N.J.S.A. 47:1A-1.1, et seq.
 Executive Order 69
 N.J.S.A. 47:1A-1.1, et seq.
 N.J.S.A. 47:1A-1.1, et seq.; Exec. Order 69
 State v. DeGeorge, 113 NJ Super.542 (App. Div. 1971)
 N.J.S.A. 47:1A-1.1, et seq.
 N.J.S.A. 47:1A-1.1, et seq.; Exec. Order 69
 N.J.S.A. 47:1A-1.1, et seq.
 N.J.S.A. 47:1A-1.1, et seq.
 N.J.S.A. 47:1A-1.1, et seq.
 N.J.S.A. 2C:25-26c.
 N.J.S.A. 47:1A-1.1, et seq.
 Records Retention and Disposition Schedule
 (NJ Dept. of State, Div. of Archives Mgmt.)

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Public Records Council or to the New Jersey Superior Court as provided by N.J.S.A. 47:1A-6 and -7.

 Randolph Township Police Department

 Date

ACKNOWLEDGMENT:

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on this form as to the procedures for any appeal of the determination.

 Requestor's Signature

 Date