



## Randolph Township Police Department General Instructions for Fillable Forms

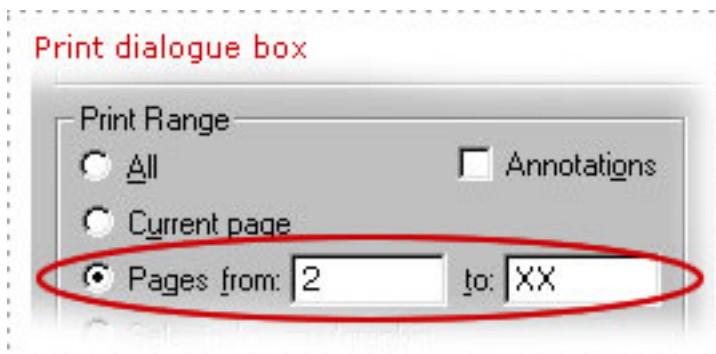
Please note that a fillable form is **NOT** the same as electronic filing and it is not possible to electronically submit a form—you must print it out after entering the information. If the form requires a signature, the police department must receive the form with an original signature.

**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.



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Traffic Safety Bureau  
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## Traffic Enforcement Request Form

### About this Request Form

The Randolph Township Police Department actively responds to complaints of ongoing speeding problems and other traffic infractions occurring within the township.

If you believe that there is a speeding or other recurring traffic problem in your neighborhood, please complete this form and return it to the attention of the Traffic Safety Bureau at the address above. Your request will be prioritized based on the availability of our resources and volume of requests received.

Individual Making Enforcement Request	
Name	Daytime Telephone Number
Address	E-Mail Address

Nature of Complaint <i>(choose one)</i>	Days of Occurrence	Location of Complaint <i>(please be specific)</i>
<input type="radio"/> Speeding Vehicles <input type="radio"/> Parking Violations <input type="radio"/> Loud Vehicles/Motorcycles <input type="radio"/> Abandoned Vehicle <input type="radio"/> Failure to stop at stop sign <input type="radio"/> Failure to stop at light <input type="radio"/> Obstruction of Roadway <input type="radio"/> Pedestrian Behavior <input type="radio"/> Other _____	<input type="checkbox"/> Monday <input type="checkbox"/> Friday <input type="checkbox"/> Tuesday <input type="checkbox"/> Saturday <input type="checkbox"/> Wednesday <input type="checkbox"/> Sunday <input type="checkbox"/> Thursday <input type="checkbox"/> N/A	
	<b>Time of Occurrence</b> <input type="checkbox"/> Morning <input type="checkbox"/> Late Night <input type="checkbox"/> Afternoon <input type="checkbox"/> Varies <input type="checkbox"/> Evening <input type="checkbox"/> N/A	

Other Remarks or Comments

Preferred Method of Contact
<input type="radio"/> E-Mail <input type="radio"/> Telephone <input type="radio"/> Postal Mail <input type="radio"/> No contact desired