

FRANKLIN LAKES POLICE DEPARTMENT

REQUEST FOR PUBLIC RECORDS

A request for a copy of Public Records should be submitted on this form, which has been adopted by the Chief of Police as the custodian of records. Normally, records will be available within (7) business days however, some record requests require time to compile and to make the copies requested. Some record requests are not considered "public records" and cannot be released. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Fees for copying public records are established by statute as follows; \$.05 per page for letter size and \$.07 for legal size. The applicant hereby certifies that he or she has not been convicted of an indictable offense under the laws of this state, any other state or the United States, and is not seeking government records containing personal information pertaining to a victim or victim's family.

NAME _____

ADDRESS _____

HOME TELEPHONE _____

CELL PHONE _____

FAX NUMBER _____

E-MAIL ADDRESS _____

TODAY'S DATE _____

SIGNATURE _____

INFORMATION REQUESTED

REPORT # _____

REPORT DATE _____

TYPE OF INCIDENT _____

DOCUMENTS AVAILABLE ON _____

NUMBER OF PAGES _____ TOTAL COST _____

RELEASED BY _____ DATE _____

RECEIVED BY _____ DATE _____