



Township of Bloomfield Government Records Request Form



Important Notice

The reverse side of this form contains important information related to the fees for your request of government records. Please read it carefully. You may also fax this form to 973-680-0048. (To find out about your rights see N.J.S.A. 47:1A-1 et seq.)

Requestor Information – Please Print Clearly

First Name: _____ MI _____ Last Name: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip _____ Email: _____

Business Hours Telephone: Area Code _____ Number: _____ Extension _____

Preferred Delivery: Pickup Us Mail On Site Inspection

Circle One: Under penalty of NJSA 2CL28-3, I certify that ***I HAVE / I HAVE NOT*** been convicted of any indictable offense under the laws of New Jersey or any other state of the United States.

Signature: _____ Date: _____

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, Please include the type of access requested (copying, inspection, or examination); and if data, the medium requested.

§ 204 -7. Procedures and fees for purchasing copies of public records.

Copies of records may be purchased for the fee prescribed by law or regulation. If a fee is not prescribed by law or regulation, the fee shall be the actual cost of duplicating the record, provided, however, that where the actual cost for duplication of a record exceeds the rates below, the actual cost shall be imposed:

A. Standard-sized paper documents, up to 8 ½ x 14 inches in size.

1 to 10 pages	\$0.75 per page
11 to 20 pages	\$0.50 per page
All over 20	\$0.25 per page

B. Large-sized paper documents and maps.

Zoning Map	\$ 10.00
Street Map	\$ 2.50/small and \$4.50/large
Drug-Free School Zone Map	\$ 10.00/sheet
Soils Survey Map	\$ 5.00
Site plan	\$ 5.00
Subdivision plat	\$ 5.00
Tax maps	\$ 5.00
Engineering plans	As per Chapter 117

C. Preprinted documents.

Zoning Ordinance	\$ 80.00
Master Plan	\$ 200.00
Redevelopment	\$ 250.00

D. Police reports and photographs.

- (1) Police accident reports: same as Subsection A above, if requested and picked up in person. \$2.00 per report, except \$12.00 for DWI Reports
- (2) Police accident reports, when copies are requested other than in person: \$5 for the first three pages and \$1 per page for each additional page, as established by N.J.S.A. 39:4-131.\$5.00 by mail per report
- (3) Photographs: \$5.00 each photo

E. Electronic records.

- (1) Copy of DVD.

Tape supplied by requestor	\$ n/a
Tape supplied by municipality	\$ 25.00

- (2) Copy of audiotape

Tape supplied by requestor	\$ n/a
Tape supplied by municipality	\$ 25.00

- (3) Copy of electronic document or database. The following fees cover the cost of copying existing files to a floppy disk or CD. Any requests for software conversions shall be subject to the special service charge described below. For security reasons, the use of a floppy disks or CD provided by the requestor is prohibited.

Floppy disks	\$ 25.00 plus cost of disk (\$0.50 each)
CD	\$ 25.00 plus cost of CD (\$3.00 each)

F. Miscellaneous medium.

- Microfilm \$ n/a
- Mailing labels \$ 35.00 minimum charge of each case.
 - Non-profit organization \$.04 per label for first set
\$.03 per label for two or more sets.
 - Other organizations \$.05 per label for first set.
\$.04 per label for two or more sets.

G. A special service charge shall be imposed, in addition to the actual cost of duplicating the record, where the nature, format, manner of collation or volume of printed matter is such that it cannot be reproduced by ordinary document-copying equipment in ordinary business size or where such record involves an extraordinary expenditure of time and effort to accommodate the request. The requestor shall have the opportunity to review and object to the special service charge prior to it being incurred.

H. Conversion of records from one medium to another. Cost of duplication plus special service charges as follows:

- (1) Conversion of paper record to electronic form:
 - 1 to 10 pages \$0.75 per page
 - 11 to 20 pages \$0.50 per page
 - All over 20 \$0.25 per page
- (2) Conversion of electronic files from one software product to another: \$9.00 (5–10 minutes worth of work)

I. Applicable postage shall be added for any and all records requested by mail.

J. A deposit shall be paid prior to filling any anonymous request where it is estimated that the information requested will cost in excess of \$5 to reproduce. The amount of the deposit shall equal the total estimated cost of filling the request.