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|  |  | North Jersey Transportation Planning Authority, Inc. |  |  |
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|  | **RECORDS REQUEST FORM** |  |
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| Important Notice

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| The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully. |

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| **Requester Information – Please Print** | **Payment Information** |
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| --- | --- | --- | --- | --- | --- |
| First Name |  | MI |  | Last Name |  |
| Company |  |
| Mailing Address |  |
| City |  | State |  | Zip |  | Email |  |
| Business Hours Telephone: | Area Code |  | Number |  | Extension |  |
| Fax | Area Code |  | Number |  |  |
| Preferred Delivery: | Pick Up |  | US Mail |  | On Site Inspect |  |  |
|  |
| Signature |  | Date |  |
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|  |
| I agree to pay for fees related to this request no greater than |
| $ |  |  |
|  |
| Select Payment Method |
| Cash |   |
| Check |  |
| Money Order |  |
|  |
| Fees: | Pages 1-10 | @ $0.75 |
|  | Pages 11-20 | @ $0.50 |
|  | Pages 21 - | @ $0.25 |
| Delivery: | Delivery / postage fees additional depending upon delivery type. |
| Extras: | Extraordinary service fees dependent upon request. |

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| **Record Request Information:** To expedite the request, be as specific as possible in describing the records being requested.  |
|  Request Access to: | [ ]  Inspect  | Or [ ]  Receive a Copy |  |
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| AGENCY USE ONLY |
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| Estimated Record Cost |  |  |
| Special Cost |  |  |
| Total Cost Estimated |  |  |
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| Comments: |
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| Denied |  |
| Approved-Records to be grantedin ten business days |  |
| Approved – Records will take longer than ten business days |  |

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| **Tracking Information** | **Final Cost** |
| ID # |  |  | Total |  |
| Ready Date |  |  | Deposit |  |
| Date Mailed or Picked Up |  |  | Balance Due |  |
| Total Pages |  |  | Balance Paid |  |
|  |  |  | Date Paid |  |
| Records Provided |
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| Custodian Signature |  | Date |

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| **In accordance with requesting access to government records under the Freedom of Information Act (5 U.S.C. § 552 as amended in 2002):**1. In order to request access to records, you must complete all the required portions of, and date this request form and deliver it in person during regular business hours, by mail, fax or electronically to the North Jersey Transportation Planning Authority, Inc. (NJTPA)
2. Only requests submitted on this form to the NJTPA will be considered official requests. Deadlines, restrictions and remedies will not apply to requests unless submitted on this form.
3. The fees for duplication of an agency record in printed form are listed on the front of this form. You will also be required to pay any special charges, special service charges or other additional charges authorized by State law or regulation. If estimated costs exceed the maximum amount you stated you were willing to pay, we will contact you for authorization before proceeding. Payments made by check or money order should be made payable to the North Jersey Transportation Planning Authority, Inc.
4. If it is necessary for the records custodian to contact you concerning your request, identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
5. Anonymous requests, when permitted, require a deposit of 50% of estimated fees if we believe the costs of the requested amount will exceed $15. You agree to pay the balance due upon delivery of the records.
6. The NJTPA must notify you that it grants or denies a request for access to agency records within ten business days after receiving the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the NJTPA will advise you within ten business days when the record can be made available and the estimated cost. You may agree to extend the time the NJTPA has for making records available, or for reviewing your request.
7. You may be denied access to an agency record if your request would substantially disrupt agency operation or the NJTPA is unable to reach a reasonable solution with you.
8. If the NJTPA is unable to comply with your request for access to an agency record, we will indicate the reasons for denial on the request form and send you a signed and dated copy.
9. Except as otherwise provided by law or by agreement with the requester, if the NJTPA fails to respond to you within ten business days of receiving a request form, the failure to respond will be considered a denial of your request.
10. If your request for access to an agency record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision to deny access. At your option, you may institute a proceeding in the district court of the United States in the district in which you reside or have a principal place of business, or in the District of Columbia. Either district has jurisdiction to enjoin the agency from withholding agency records and to order the production of any agency records improperly withheld.
11. Information provided on this form may be subject to disclosure under the Freedom of Information Act.

**Please submit form to:** Custodian of RecordsC/O Director, Division of Finance and AdministrationNorth Jersey Transportation Planning Authority, Inc.One Newark Center, 17th FloorNewark, NJ 07102Fax: 973-639-1953E-Mail: FOIA@njtpa.orgFor more information, contact the NJTPA at (973)639-8400 |