

NEW JERSEY INFRASTRUCTURE BANK
 REQUEST FOR GOVERNMENT RECORDS
 Pursuant to N.J.A.C. 47:1A-1 et seq.

Date Stamp
 Upon Receipt
 (I-Bank Use Only)

Important Notice:

The reverse side of this form contains information related to your rights to request Government records. Please read it carefully.

Requestor Information (Please print or type)

Payment Information

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 N.J.S.A. 2C:28-3.1, I certify that I HAVE/ HAVE NOT been convicted of any indictable offense under the laws of New Jersey or any other state or under the laws of the United States. _____ Signature _____ Date _____	Maximum Authorization Cost \$ _____ Select Payment Method Cash _____ Check _____ Money Order _____ Fees: Letter size pages - \$0.05 per page Legal size pages - \$0.07 per page Other materials (CD, DVD, etc.) – actual cost of material Delivery: Delivery / postage fees additional depending upon delivery type. Extras: Special service charge dependent upon request.
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Description of Information Requested: To expedite your request be specific as possible

Do Not Fill In Below This Line – For I-Bank Use Only

_____ Requested records archived – will be available _____

_____ Requested records attached

_____ Requested records denied: Reason: _____

Response Delivered (date): By Hand _____ Regular Mail _____ Electronically _____

Fee Charged: Total Pages Copied _____ Special Charges for _____ Special Charge \$ _____

Total Charge \$ _____ Deposit \$ _____ Date: _____ Balance Due \$ _____

Balance Paid \$ _____ Date _____ Filed Closed Date _____ Custodian Initials _____

PUBLIC ACCESS TO GOVERNMENT RECORDS
NEW JERSEY INFRASTRUCTURE BANK

1. All government records are subject to public access under the Open Public Records Act ("OPRA"), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the New Jersey Infrastructure Bank, that officer or employee must either forward the request to the appropriate custodian or direct you to the appropriate custodian. N.J.S.A. 47:1A-5.h.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the New Jersey Infrastructure Bank.
5. ***You may be charged a 50% or other deposit when a request for copies exceeds \$25.*** The New Jersey Infrastructure Bank custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, **and** who is seeking government records containing personal information pertaining to the person's victim or the victim's family. This includes anonymous requests for said information.
7. By law, the New Jersey Infrastructure Bank must notify you that it grants or denies a request for access to government records within seven (7) business days after the agency custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
9. If the New Jersey Infrastructure Bank is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the agency custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of your request.
11. If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the New Jersey Infrastructure Bank to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council ("GRC") by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.

Delivery Attention to:

Records Custodian
New Jersey Infrastructure Bank
3131 Princeton Pike
Building 4, Suite 216
Lawrenceville, NJ 08648

Email: OPRA@njib.gov