

Reference #: \_\_\_\_\_

COUNTY OF HUNTERDON  
REQUEST FORM FOR ACCESS TO PUBLIC GOVERNMENT RECORDS

*Submit Completed Form To:*

COUNTY OF HUNTERDON PUBLIC RECORDS REQUEST  
RT 12 COUNTY COMPLEX, Bldg 5A  
PO BOX 2900  
FLEMINGTON, NJ 08822-2900  
TEL: 908-806-4150 \* FAX: 908-806-5528 \* EMAIL: records@co.hunterdon.nj.us

**GENERAL "OPRA" INFORMATION**

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or inter-agency or intra-agency advisory, consultative, or deliberative material or other material which is specifically exempted by law.

A request to access Public Government Records MUST be submitted on this form to the address stated above. This completed request may be mailed, faxed or hand-delivered.

Some records will be immediately available during normal business hours, however, due to the fact that certain records are maintained and stored at various locations throughout the County, some records will require time to locate, transport, compile and/or make copies as requested. You will be provided with a response within seven (7) business days regarding your request. The seven (7) business day "time frame" starts the day after your request has been received by the County Records Custodian at the address stated above.

Requestors Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone [Day] \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Information Requested:** *(Indicate type of request; whether to be viewed, copied or both; check all that may apply)*  
SPECIFY DEPARTMENT, COMMISSION, BOARD, OR COMMITTEE WITH THE DATE, TOPIC, OR ANY OTHER IDENTIFYING INFORMATION WHICH WILL HELP IN COMPLETING YOUR REQUEST.  
PLEASE BE AS SPECIFIC AS POSSIBLE.

view

copy

both

Information provided on this form may be subject to disclosure under the Open Public Records Act.

The applicant hereby certifies that he or she has not been convicted of any 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 the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

I accept. Please check this box in lieu of signature if you are submitting this form electronically indicating agreement to the above certification.

Signature of Applicant: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Signature of County COR Receiving Request: \_\_\_\_\_ Date Request Received: \_\_\_\_\_

**CLICK BOX TO SUBMIT ELECTRONICALLY**

If the submit button does not work - save a copy and email it as an attachment to records@co.hunterdon.nj.us

**COUNTY OF HUNTERDON**  
**REQUEST FORM FOR ACCESS TO PUBLIC GOVERNMENT RECORDS**

Instructions for sending your request for public records to Hunterdon County.

This form may be submitted by mailing, faxing or delivering it to the custodian of records or transmitted electronically by completing the form and activating the "submit to" button which will send the completed form to the custodian at [records@co.hunterdon.nj.us](mailto:records@co.hunterdon.nj.us).

**IMPORTANT NOTE:** If the submit button does not work (due to the web browser you are using not being compatible with the form design), please save your form and email it as an attachment to the records custodian at [records@co.hunterdon.nj.us](mailto:records@co.hunterdon.nj.us).

If you are submitting this request electronically in lieu of your signature the requestor must indicate acceptance of the terms and conditions of OPRA by enabling the "I accept check box" above the signature line.

Please note that electronic submissions can be subject to certain network abnormalities outside of the control of the County of Hunterdon which could affect your transmission.

Should you suspect an error may have occurred it is recommended that you contact the Custodian to confirm your transmission.

Thank you.