

PUBLIC RECORDS REQUEST FORM

Montclair State University
Office of University Counsel
College Hall Room 228
UPPER MONTCLAIR, NEW JERSEY 07043

SECTION I - REQUESTOR INFORMATION: (See Note Below) - Please PRINT all information

Name: _____
First Middle Last

Company: _____

Telephone: _____

Address: _____

E-Mail: _____

City, State, Zip: _____

Preferred Delivery: (choose one)

Have you ever been convicted of an indictable crime? Y* ___ N ___

(* If yes, see NJSA 47:1A-I, et seq.)

- Pick-up US Mail
Fedex/UPS: Standard 2nd Day
 Next Day

Are you a citizen of the United States? Y ___ N ___

Are you a citizen of the State of New Jersey? Y ___ N ___

Signature: _____

Date: _____

SECTION II - RECORD REQUEST INFORMATION:
Provide request information here – be as specific as possible

SECTION III - PAYMENT INFORMATION:

Payment Type: Cash Check
 Credit Card:
 Visa MasterCard Discover
Credit Card #: _____

Name on Credit Card: _____

Credit Authorization Signature:

Note: To request University records under the Open Public Records Act, you must complete sections I, II, III of this form and deliver it in person, by mail, electronically, or by other appropriate means (fax not permissible) to the Custodian of Records (Office of the University Counsel) at Montclair State University. Please see reverse side for instructions. Sections A-E are for Montclair State University use only.

SEC. A - TRACKING FULFILLMENT INFORMATION: Tracking # _____ Division Code _____ Request Rec'd _____ # Total Pages _____	SEC. B - DOCUMENTS PROVIDED – ID #: _____ _____ _____ _____	
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SEC. C - DISPOSITION FOR REQUEST:
Custodian: If any part of the request is denied or cannot be filled within 7 business days, detail reasons here

SEC. D – DISPOSITION DETAIL: <input type="checkbox"/> Filled <input type="checkbox"/> Denied <input type="checkbox"/> Partially Filled <input type="checkbox"/> Partially Denied Custodian: _____		Sec. E. - CHARGES	Estimated	Actual
		Photocopies		
		Rate per copy		
		Hours		
		Hourly rate		
		Delivery		
		Total charges		
		Deposit		
		Due upon completion		