

**MONTCLAIR STATE UNIVERSITY POLICE DEPARTMENT**  
**Records Request**

**Important Notice**

The attached form contains important information related to your rights to request department records. Please read carefully. **All information MUST be provided and printed clearly** or request will be denied.

**Please Print Clearly: Requestor Information**

First Name: \_\_\_\_\_ MI: \_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Extension \_\_\_\_\_

Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_

**Circle One:** Under penalty of N.J.S.A.2C:28-3, I certify that **I Have / Have Not**, Been convicted of any indictable offense under the laws of The State of New Jersey or any other State or the United States.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Record Requested**

To expedite your request be as specific as Possible. Type of incident, date and case number:  
**If you Fax your request send it to MSU Police Department Records Office at: 973-655-4049.**

Type of Report: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Case Number: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

**Payment Information:**

Fees: Pages 1-10 \$0.75each  
Pages 11-20 \$0.50each  
Pages 21&up \$0.25each

Delivery: Delivery/postage fees additional depending upon delivery type.

Extras: Extraordinary service fees dependent upon request.

***(Do Not Fill Out: Custodian Only)***

Total # of Pages # \_\_\_\_\_

Postal Cost \$ \_\_\_\_\_

Maximum Authorized Cost \$ \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_

**Officer Receiving Request:**

Name: \_\_\_\_\_

Badge #: \_\_\_\_\_

**State Use Only**

**Disposition Notes:**

Custodian; If any part of request can not be delivered in 7 days detail reason here.

\_\_\_\_\_  
**Custodian Signature**

\_\_\_\_\_  
Date

**State Use Only**

Tracking

# \_\_\_\_\_

Rec'd Date \_\_\_\_\_

Ready Date \_\_\_\_\_

In Progress – Open \_\_\_\_

Denied – Closed \_\_\_\_

Filled – Closed \_\_\_\_

Partial – Closed \_\_\_\_

# MONTCLAIR STATE UNIVERSITY POLICE DEPARTMENT

## Records Request

1. State law requires that in order to request access to government records, you must complete, sign and date this request form and deliver it in person or by mail during regular business hours, (\*7 am to 3 pm Monday – Friday), to the appropriate custodians of records. Your request is not considered filed until the request form has been received by the appropriate custodian of records. If you submit the request form to any other officer or employee of the University Police, that officer or employee does not have the authority to accept you request form on the behalf of the appropriate custodian.
2. If you submit a request for access to government records to someone other than the appropriate custodian, or attempt to make a request for access by telephone the Open Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. The fees for duplication of government records in printed form are listed on the top page of this form. We will notify you of any charges, 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 University Police at Montclair State University. Requests with estimated fee exceeding \$25.00 must be accompanied by a 50% deposit. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to the balance due upon delivery of records.
4. By State Law, a custodian **MUST** deny access to a person who is convicted of an indictable offense in New Jersey, any other state, or the United States, who is seeking government records containing personal information pertaining to the person's victim or to the victim's family.
5. By law, The University Police **MUST** notify you that it grants or denies a request for access to government records within \*7 business days after the custodian of the records receives the request, provided that the record is currently available and not in storage or archived. If the record requested is not currently available or is in storage or archived, the custodian will advise you within \*7 days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for granting or denying your request or making records available.
6. 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.
7. If the University Police are unable to comply with you request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
8. Except as otherwise provided by law or by agreement with the requester, if the custodian of records fails to respond to you within \*7 business days of receiving a written, signed request form, the failure to respond will be considered a denial of your request.
9. If your request for access to a government record has been denied or unfilled with in the time permitted by law, you have a right to challenge the decision by the University Police to deny access. At your option, you may either institute a proceeding in the superior court of New Jersey or file a complaint in writing with the Government Records Council (GRC) located in the Department of Community Affairs.
10. Information provided on the form may be subject to disclosure under the Open Public Records Act.