



Lower Township Municipal Utilities Authority
2900 Bayshore Road Villas, New Jersey 08251
Phone: (609) 886-7146 Fax: (609) 886-4487
www.LTMUA.org

Records Request Form

Requestor Information - Please Print

First Name: _____ MI: _____ Last Name: _____
 Company: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Business Hours Telephone: _____
 Preferred Delivery: Pick Up: _____ US Mail: _____ On Site Inspection: _____

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 New Jersey, any other state, or the United States.

Signature: _____ Date: _____

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection).

Payment Information

Select Payment Method
 Cash: _____ Check: _____ Money Order: _____
Fees: Letter size or smaller - \$0.05 per page
Legal size or larger - \$0.07 per page
Delivery: Deliver/postage fees additional depending upon delivery type.
Extras: Extraordinary service fees dependent upon request.

AGENCY USE ONLY	
Est. Document Cost: _____	Est. Delivery Cost: _____
Est. Extras Cost: _____	Total Est. Cost: _____
Deposit Amount: _____	Deposit Date: _____
Estimated Balance: _____	
Disposition Notes (If any part of request cannot be delivered in seven business days, detail reasons here.)	
In Progress (Open) _____	Denied (Closed) _____
Filled (Closed) _____	Partial (Closed) _____
Date Received: _____	Date Ready: _____
Total Pages: _____	Final Cost Total: _____
Deposit: _____	Balance Due: _____
Balance Paid: _____	Records Provided: _____
Custodian Signature _____	Date _____

1. This form should only be used to submit records requests to the Township of Lower Municipal Utilities Authority.
2. In order to request access to government records under OPRA, you must complete all the required portions of and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the Township of Lower Municipal Utilities Authority, that officer or employee may not have the authority to accept your request form on behalf of the Township of Lower Municipal Utilities Authority and your request will be directed to the appropriate division custodian. The seven business day response time will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the Township of Lower Municipal Utilities Authority request form, or attempt to make a request for access by telephone or fax, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your 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 charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment made by check or money order shall be made payable to the Township of Lower Municipal Utilities Authority.
5. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
6. **You may be charged a 50% or other deposit when a request for copies exceeds \$25.** The Township of Lower Municipal Utilities Authority custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
7. 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.
8. By Law, the Township of Lower Municipal Utilities Authority must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested receives 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 custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
9. 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.
10. If the Township of Lower Municipal Utilities Authority 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 and send you a signed and dated copy.
11. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
12. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the Township of Lower Municipal Utilities Authority to deny access. At our 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). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO BOX 819, Trenton, NJ 08625, by email at grc@dca.state.nj.us or at their Website at <http://www.state.nj.us/grc>. The council can also answer other questions about the law.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.