



Ho-Ho-Kus Police Department
 55 Sycamore Ave
 Ho-Ho-Kus, NJ 07423
 201-652-1700



Request For Access To Police Department Records

For Municipal Use Only	
Date Request Received: _____	Date Response Provided: _____

See Instructions Below

Name: _____

Address: _____

Telephone#: _____

Information Requested:

Police Accident Report: _____

Other (Specify): _____

A request for a copy of Governmental Records should be submitted on this form, which has been adopted by the Custodian of the Records for requests related to Police Department Records. Some records will be immediately available during normal business hours. Some records will require time to locate and make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page; for a police accident report there is an additional fee when the request is not made in person of \$5.00 for the first 3 pages and \$1.00 for each additional page as provided by N.J.S.A 39:4-131.

Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.

Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

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 personal files, police investigation records, or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The applicant acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, or any other state in the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by N.J.S.A 47:1A-1 et seq.



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This form, when signed by the municipal official shall constitute a receipt for any deposit received

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The information requested will be ready on: _____

Estimated Number of pages: _____

Estimated Cost: _____

Deposit (Required when the anticipated cost reproduction exceeds \$5.00): _____

 Applicant

 Municipal Official

 Date

 Date

Public Records Request Response

For Municipal Use Only

To: _____

Date: _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records by law for the following reason: _____

You have the right to appeal the decision that the document or documents are not public records. You may take your appeal to the Governmental Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq.. If you request has been denied, a statement of the procedures for the appeal will be attached.

Date: _____

 Municipal Custodial of Records

Acknowledgement

I hereby acknowledge that I have received the documents requested except for any specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

Date: _____

Applicant: _____