



Application No. _____

PARKING AUTHORITY OF THE CITY OF NEWARK

APPLICATION FORM FOR ACCESS TO GOVERNMENT RECORDS

Office of the Executive Director
50 Park Place, Suite 919, Newark, New Jersey 07102
Attn.: C. Lawrence Crump, Esq., Custodian of Records
(973) 623-6335 Telephone (973) 623-2854 Facsimile

Part I REQUESTOR'S INFORMATION

PAYMENT INFORMATION

Date:
Full Name:
Organization (if applicable)
(Mailing Address)
City State ZIP
Home/Business Phone
Fax Number

Request Made Via:
Office visit () Correspondence () Fax ()
Electronically () Telephone ()

Circle One: Under penalty of N.J.S.A. 2C:28-3, have you been
convicted of any indictable offense under the laws of New Jersey or
any other State of the United States? YES NO
If your answer is YES, you must comply with N.J.S.A. 47A-2.2

Signature
Date

Cash (if Under \$5.00) Cert. Check Money Order

Fees: \$0.05 per page @
Letter Size
\$0.07 per page @
Legal Size

Deposit \$
(May be required where the anticipated
cost of reproduction exceeds \$5.00)

Please note that a reproduced document will not be
delivered unless the appropriate fee is paid

PART II *DESCRIPTION OF GOVERNMENT RECORD (S)

TO EXPEDITE YOUR REQUEST BE AS SPECIFIC AS POSSIBLE:

Name ALIAS NAMES
Type Of Report
Date of Incident Ticket # (If Applicable)
Location
Officer Identification
Other Comments

*Notice to Requestor: Application is pursuant to N.J.S.A. 47:1A et seq. Copies of said law are available upon request.

Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. This form should only be used to submit records requests to the **Parking Authority of the City of Newark**.
2. Complete and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the custodian of the record requested. Your request is not considered filed until the 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 **Parking Authority of the City of Newark**, that officer or employee may not have the authority to accept your request form on behalf of the **Parking Authority of the City of Newark** and your request will be directed to the division custodian. The seven business day response time will not commence until the 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 **Parking Authority of the City of Newark** 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 shall be made by check or money order payable to the **Parking Authority of the City of Newark**.
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 or an e-mail address 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 \$5. The Parking Authority of the City of Newark 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 **Parking Authority of the City of Newark** 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 **Parking Authority of the City of Newark** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial in writing 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 **Parking Authority of the City of Newark** 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). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.nj.gov/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.