

# TOWNSHIP OF CHATHAM

POLICE DEPARTMENT  
401 SOUTHERN BOULEVARD  
CHATHAM, NEW JERSEY 07928

## REQUEST FOR ACCESS TO POLICE DEPARTMENT RECORDS

All requests must be accompanied by the first page fee of 0.75¢ . Any other fees are due when the report is picked up.

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FOR MUNICIPAL USE ONLY

Date Request Received: \_\_\_\_\_ Date Response Provided: \_\_\_\_\_  
SEE INSTRUCTIONS BELOW

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

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

Telephone [Day] \_\_\_\_\_

### Information Requested:

Police Accident Report  
Identify Accident: \_\_\_\_\_

Other [specify] \_\_\_\_\_  
\_\_\_\_\_

A request for a copy of Government Records should be submitted on this form which has been adopted by the Custodian of 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 to 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 personnel 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 hereby 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, any other state or 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.***

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

**The information requested will be ready on** \_\_\_\_\_

**Estimated Number of Pages** \_\_\_\_\_

**Estimated Cost** \_\_\_\_\_

**Deposit** \_\_\_\_\_  
[required where the anticipated cost of reproduction exceeds \$5.00]

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Municipal Official

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

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

**\*Completed reports will be available for thirty days. After thirty days, the copy will be destroyed and any further requests will require a new fee to process.**