

**COUNTY OF ESSEX**  
**ROOM 535 HALL OF RECORDS, 465 DR. MARTIN LUTHER KING, JR. BLVD., NEWARK, NEW JERSEY 07102**  
**PHONE (973) 621-5241 FAX (973) 621-2599**  
**REQUEST FOR PUBLIC RECORDS**

NOTICE: Important information and instructions are set forth on the reverse side of this form.

Requestor Information

Payment Information

<p>First Name <input type="text"/> MI <input type="text"/> Last Name <input type="text"/></p> <p>Company <input type="text"/></p> <p>Mailing Address <input type="text"/></p> <p>City <input type="text"/> State <input type="text"/> Zip <input type="text"/></p> <p>Email <input type="text"/></p> <p>Business Hours Telephone: Area Code <input type="text"/> Number <input type="text"/> Extension <input type="text"/></p> <p>Preferred Delivery: <input type="checkbox"/> Pick Up <input type="checkbox"/> US Mail <input type="checkbox"/> On Site Inspection</p> <p>Select One: Under penalty of N.J.S.A. 2C:28-3, I certify that I Have <input type="checkbox"/> Have Not <input type="checkbox"/> been convicted of any indictable offense under the laws of New Jersey, or any other state, or in United States.</p> <p>Signature <input type="text"/> Date <input type="text"/></p>	<p>Maximum Authorized Cost \$ <input type="text"/></p> <p>Select Payment Method:</p> <p><input type="checkbox"/> Cash  <input type="checkbox"/> Check  <input type="checkbox"/> Money Order</p> <p>Fees:          Letter size pages - \$0.05 per page          Legal size pages - \$0.07 per page          Unless otherwise stated by state statute or borough ordinance</p> <p>Other materials (CD, DVD, etc.)          - actual cost of material used</p> <p>Delivery: Delivery / postage fees additional depending upon delivery type.</p> <p>Extras: Special service charge dependent upon request.</p>
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<p style="text-align: center;"><b>General</b></p> <p>Copy costs: Letter size Pages @ \$0.05 each          Legal size Pages @ \$0.07 each          Other materials - Actual Cost</p> <p>Delivery Cost: Actual cost of delivery</p> <p><b><u>No documents will be released until payment is received.</u></b></p> <p>Extras: See description of special service charges on reverse side.</p>	<p style="text-align: center;"><b>Sheriff's Office</b></p> <p>A. Copies of reports or other documents @ \$2.00 per page</p> <p>B. Photographs</p> <p>4"x5" prints @ \$5.00 ea.          5"x7" prints @ \$10.00 ea.          8"x10" prints @ \$20.00 ea.          8"x12" prints @ \$22.00 ea</p>	<p style="text-align: center;"><b>Register's Office</b></p> <p>As per N.J.S.A 40:550-12, name lists for public notices cost the greater of \$.25 per name or \$10.00.</p> <p>As per N.J.S.A. 54:5-11, et seq., Municipal Lien Searches will be provided within 15 days after the request is received and the \$10.00 fee paid.</p> <p><b><u>The County does not perform title searches.</u></b></p>
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<p>Has the record(s) requested herein been requested or previously provided from any other office, agency, or department? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list here: <input type="text"/></p> <p>Does this records request pertain or relate to any litigation (administrative or Judicial)? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>	<p>Essex County Reference Number: <input type="text"/></p>
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**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, inspection, or examination) and if data, the medium requested.

Est. Document Cost <input type="text"/>	<u>Disposition Notes</u>	Custodian: If any part of request cannot be delivered in 7 days detail reasons here:	Rec'd Date <input type="text"/>	<u>Finalized Cost</u>
Est. Delivery Cost <input type="text"/>	In Progress - Open <input type="checkbox"/>	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	Ready Date <input type="text"/>	Total <input type="text"/>
Total Est. Cost <input type="text"/>	Denied - Closed <input type="checkbox"/>		Total Pages <input type="text"/>	Shipping <input type="text"/>
Deposit Amount <input type="text"/>	Filled - Closed <input type="checkbox"/>		Documents Provided: <input type="text"/>	Deposit <input type="text"/>
Est. Balance <input type="text"/>	Partial - Closed <input type="checkbox"/>		Custodian Signature <input type="text"/> Date <input type="text"/>	Balance Due <input type="text"/>
Deposit Date <input type="text"/>	No Records - Closed <input type="checkbox"/>		Balance Paid <input type="text"/>	