

Little Egg Harbor Township Board of Education REQUEST FOR PUBLIC RECORDS

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| <p>Requestor Information – Please Print:</p> <p>First Name: _____ MI: _____ LAST NAME: _____</p> <p>Company: _____</p> <p>Mailing Address: _____</p> <p>City: _____ State: _____ Zip: _____ Email: _____</p> <p>Business Telephone: _____ Extension: _____</p> <p>Fax: _____</p> <p>Preferred Delivery: Pick Up: _____ US Mail: _____ On Site Inspect: _____</p> <p>Check One: Under penalty of N.J.S.A 2C:28-3, I certify that I HAVE _____, or HAVE NOT _____ been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.</p> <p>Signed: _____ Title: _____ Date: _____</p> | <p><u>Payment Information</u></p> <p>I agree to pay for fees related to this request no greater than: \$ _____</p> <p><u>Select Payment Method</u></p> <p>Cash _____</p> <p>Check _____</p> <p>Money Order _____</p> <p>Fees: \$.05 cents per letter size page and \$.07 cents per page for legal size page (per BOE policy 8310)</p> <p>Delivery: Deliver/postage fees additional depending upon delivery type.</p> <p>Extras: Extraordinary service fees dependent upon request.</p> |
| <p>Record(s) Request Information: To expedite request, be specific as possible in describing the records being requested. Request access to: ___ Inspect ___ Receive Copy</p> | |

FOR OFFICE USE ONLY

| Estimated Cost | Final Cost | Comments | Tracking Information: |
|-------------------------------------|-----------------------------------|-----------------------------------------------------------------------|--------------------------------------------------|
| Estimated Record Cost: _____ | Deposit: _____ | Comments: | Date Ready: |
| Special Cost: _____ | Balance Due: _____ | Denied: _____ | Date Mailed/Picked Up: |
| Total Cost Estimated: _____ | Balance Paid: _____ | Approved, records to be granted in 7 business days: _____ | Total Pages: |
| | Date Paid: _____ | Approved, records will take longer than 7 business days: _____ | Records Provided: _____ : |
| | | | Custodian Signature Date: _____ |