

Little Egg Harbor Township Board of Education REQUEST FOR PUBLIC RECORDS

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