

**COUNTY OF ESSEX**  
**ROOM 514-A HALL OF RECORDS, 465 DR. MARTIN LUTHER KING, JR. BLVD., NEWARK, NEW JERSEY 07102**  
**PHONE (973) 621-5241 FAX (973) 693-5814**  
**REQUEST FOR PUBLIC RECORDS**

NOTICE: Important information and instructions are online at <http://www.essex-countynj.org/opra.htm>

**Requestor Information**

First Name	MI	Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Company			
<input type="text"/>			
Mailing Address			
<input type="text"/>			
City	State	Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email			
<input type="text"/>			
Business Hours Telephone:	Area Code	Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Preferred Delivery:</b> Pick Up                      US Mail                      On Site Inspection			
Select One: Under penalty of N.J.S.A. 2C:28-3, I certify that I Have    Have Not    been convicted of any indictable offense under the laws of New Jersey, or any other state, or in United States.			
Signature	<input type="text"/>		Date <input type="text"/>

**Payment Information**

Maximum Authorized Cost
\$ <input type="text"/>
Select Payment Method
Cash
Check
Money Order
Fees:    Pages 1-10    @ \$0.75 ea. Pages 11-20    @ \$0.50 ea. Pages 21 -        @ \$0.25 ea.
Delivery:    Delivery / postage fees additional depending upon delivery type.
Extras:        Extraordinary service fees dependent upon request.

<b>General</b>	<b>Sheriff's Office</b>	<b>Register's Office</b>
Copy costs: Pages 1-10 @ \$0.75 ea. Pages 11-20 @ \$0.50 ea. Pages 21 + @ \$0.25 ea.	A. Copies of reports or other documents @ \$2.00 per page  B. Photographs  4"x5" prints @ \$5.00 ea. 5"x7" prints @ \$10.00 ea. 8"x10" prints @ \$20.00 ea. 8"x12" prints @ \$22.00 ea	As per N.J.S.A 40:550-12, name lists for public notices cost the greater of \$.25 per name or \$10.00.  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.
Delivery Cost: Actual cost of delivery		
<b><u>No documents will be released until payment is received.</u></b>		<b><u>The County does not perform title searches.</u></b>
Extras: See description of special service charges on reverse side.		

Has the record(s) requested herein been requested or previously provided from any other office, agency, or department?                      No                      Yes

If yes, list here.

Does this records request pertain or relate to any litigation (administrative or Judicial)?                      No                      Yes

**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.

For Official Use Only.				
Est. Document Cost	<input type="text"/>	Disposition Notes	Custodian: If any part of request cannot be delivered in 7 days detail reasons here:	Finalized Cost
Est. Delivery Cost	<input type="text"/>	In Progress – Open	<input style="width: 100%; height: 100%;" type="text"/>	Total
Total Est. Cost	<input type="text"/>	Denied - Closed		Deposit
Deposit Amount	<input type="text"/>	Filled – Closed		Balance Due
Est. Balance	<input type="text"/>	Partial – Closed		Balance Paid
Deposit Date	<input type="text"/>		<input type="text"/> <input type="text"/> Custodian Signature    Date	
			Rec'd Date <input type="text"/>	
			Ready Date <input type="text"/>	
			Total Pages <input type="text"/>	
			Documents Provided:	
			<input style="width: 100%; height: 50px;" type="text"/>	