

Borough of Mountain Lakes

Office of the Clerk

400 Boulevard

Mountain Lakes NJ 07046

Phone: (973) 334-3131

Fax: (973) 402-5595

Request for Records or Information

(Is this an OPRA request?) Yes / No (circle one)

Application

Name/Organization		Date:
Mailing Address:		
Home Phone: Business Phone:	Fax:	
Request Made Via:		
<input type="checkbox"/> Office Visit	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Fax
Description of Public Record (s) Requested (be as specific as possible)		
Request for Vital Record (Requester must supply relationship with subject of record)		
Have you ever been convicted of an indictable offense? Yes / No (circle one)		
I hereby acknowledge that I have received the document (s) requested.		
Date	Signature	
Photocopy Fees: \$.05 per page - Letter size (plus cost of postage) \$.07 per page - Legal size (plus cost of postage)		
Police DWI Discovery - \$5.00 first three pages, \$1.00 thereafter as provided in NJSA 39:4-131 10.00 for each certified copy of Vital Record (Marriage, Death or Birth Certificate)		
<u>FOR OFFICE USE ONLY</u>		
References:	Office file / Archived file	
Or		
Reason for Denial		
Total Pages:	Completion Date: Completed By:	
This form must be completed and presented to the Custodian of Records between 9 a.m. and 4 p.m. (M-F). Requested records will be made available as soon as possible but not later than seven business days after receiving the request, if an OPRA request, provided that the record is currently available and not archived.	A person making a request of public records under OPRA, who is denied access, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court or file a complaint with the Government Records Council (GRC), PO Box 819 Trenton, NJ 08625, or by Fax at 609-633-6337.	