



BARNEGAT POLICE DEPARTMENT
COMMON LAW REQUEST FOR INFORMATION FORM
 900 W Bay Ave. Barnegat, NJ 08005
 Phone: 609-698-5000 ---- Fax 609-698-0271
 policerecords@barnegat.net



Requestor Information – Please Print

First Name _____ MI _____ Last Name _____
 E-mail Address _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Telephone _____ FAX _____
 Preferred Delivery: Pick Up _____ US Mail _____ EMAIL _____

If you are requesting records containing personal information, please read: Under penalty of N.J.S.A. 2C:28-3, I certify that I will not be using this information to facilitate an offense against the person I am asking information about.

Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash Check Money Order

Fees: Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 Other materials (CD, DVD, etc) – actual cost of material
 Accident Reports - \$5.00

Delivery: Delivery / postage fees

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Please include the date/time of the incident, location of the incident, nature of the incident, additional parties involved and any other information that will assist us in locating the requested information.

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be a written memorial, that it be made by a public officer, and that the officer be authorized by law to make it.

If the information requested is a "public record" under common law and the requestor has a legally recognized interest in the subject matter contained in the material, then the material must be disclosed if the individual's right of access outweighs the State's interest in preventing disclosure.

Please set forth your interest in the subject matter contained in the requested material and how it will be used:
