



# HAWTHORNE POLICE DEPARTMENT PUBLIC RECORDS REQUEST FORM

(N.J.S.A. 47:1A-1, et seq.)



### Important Notice

The attached pages of this form contain important information related to your rights concerning government records. Please read it carefully. A request for Public Records must be submitted to the Custodian of Records of the Hawthorne Police Department.

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_  
 Business Hours Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_  
 Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On Site Inspect \_\_\_\_\_  
**Circle One:** Under penalty of N.J.S.A. 2C:28-3, I certify that **I HAVE I HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States and is not seeking government records containing personal information pertaining to the victim or the victim's family as provided by *N.J.S.A. 47:1A-1 et seq*"  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Information**  
 Max. Authorization Cost \$ \_\_\_\_\_  
Select Payment Method  
 Cash \_\_\_ Check \_\_\_ Money Order \_\_\_  
**FEES:**  
 Pages 1 – 10 @0.75 per page  
 Pages 11 – 20 @0.50 per page  
 Pages 21 + @0.25 per page  
**Delivery**  
 Delivery/Postage fees additional depending upon delivery type.  
**Extras**  
 Extraordinary service fees dependent upon request.

### Requestor Information — Please Print

A request for Public Records must be submitted to the above address, on this form which has been adopted by the Hawthorne Police. The completed form must be submitted to the Hawthorne Police Custodian of Records, If your request is approved, it will take some time to compile the records and make the copies requested, but they will normally be available within seven (7) business days pursuant to statute. If a document or copy which has been requested is not a public record pursuant to statute or if it can not be provided within seven business days, you will be provided with a response with that information within the seven business days. Pursuant to *N.J.S.A. 47:1A-5c*, this office may impose a reasonable special service charge if the nature, format, manner of collation, or volume of a government record is such that it cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate your request.

The terms 'public record' and 'government record' in New Jersey do not include

- Criminal investigatory records
- Victim's records
- Inter-agency or infra agency advisory, consultative, or deliberative material
- Emergency or security information or procedures for buildings or facilities
- Administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security
- Information regarding labor-management negotiations including statements of strategy or negotiating position
- Pension and personnel records in possession of this office

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 or inspection) and if data, the medium requested.

**HPD USE ONLY**

Est. Document Cost \_\_\_\_\_  
 Est. Delivery Cost \_\_\_\_\_  
 Est. Extras Cost \_\_\_\_\_  
 Total Est. Cost \_\_\_\_\_  
 Deposit Amount \_\_\_\_\_  
 Estimated Balance \_\_\_\_\_  
 Deposit Due \_\_\_\_\_

**HPD USE ONLY**

**Disposition Notes**

Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In progress - Open \_\_\_\_\_  
 Denied - Closed \_\_\_\_\_  
 Filled - Closed \_\_\_\_\_  
 Partial - Closed \_\_\_\_\_

**HPD USE ONLY**

Tracking Information		Final Cost	
General Call#	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
_____		_____	
Custodian Signature		Date	

**HAWTHORNE POLICE DEPARTMENT**  
**PUBLIC RECORDS REQUEST RESPONSE**

TO: \_\_\_\_\_

Document(s) provided: \_\_\_\_\_ pages at total cost of: \_\_\_\_\_

Document(s) not provided (see below)

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, as noted below:

Privileged or Protected Category Authority

- Autopsy Reports N.J.S.A. 47:1A-1.1, et seq.
- Child abuse or sex assault victim name or address N.J.S.A. 2A:82-46b
- Court records sealed Executive Order 69
- Computer security information N.J.S.A. 47:1A-1.1, at seq.
- Criminal investigatory records N.J.S.A. 47:1A-1.1, at seq.
- Credit Card Numbers N.J.S.A. 47:1A-1.1, et seq.
- Grand Jury testimony, information Court Rule 3:6-7
- Grievance information with public employer N.J.S.A. 47:1A-1.1, et seq.
- Domestic Violence data N.J.S.A. 2C:25-33
- Drivers' license numbers N.J.S.A. 47:1A-1.1, at seq.
- DYFS information N.J.S.A. 9:6-8.10
- Electronic Surveillance Materials N.J.S.A. 2A:156A-19
- Emergency or security information or procedures N.J.S.A. 47:1A-1.1, et seq.
- Employee sexual harassment complaints N.J.S.A. 47:1A-1.1, at seq.
- Fingerprint cards Executive Order 69
- Inter-agency or intra agency advisory communications N.J.S.A. 47:1A-1.1, at seq.
- Juvenile records N.J.S.A. 2A:4A-60
- Labor Negotiation information, strategy or positions N.J.S.A. 47:1A-1.1, at seq.
- Medical Examiner Photographs N.J.S.A. 47:1A-1.1, et seq.
- Otherwise inappropriate material Executive Order 69
- Pension and personnel records N.J.S.A. 47:1A-1.1, at seq.
- Photographs N.J.S.A. 47:1A-1.1, at seq.; Exec. Order 69
- Pre Sentence Investigations State v. DeGeorge, 113 NJ Super.542 (App. Div. 1971)
- Public Agency insurance communications N.J.S.A. 47:1A-1.1, et seq.
- Safety of persons or public N.J.S.A. 47:1A-1.1, at seq.; Exec. Order 69
- Security measures and surveillance techniques N.J.S.A. 47:1A-1.1, et seq.
- Social Security Numbers N.J.S.A. 47:1A-1.1, et seq.
- Unlisted Telephone Numbers N.J.S.A. 47:1A-1.1, et seq.
- Victim locations (Domestic Violence) N.J.S.A. 2C:25-26c.
- Victim records N.J.S.A. 47:1A-1.1, at seq.
- Record has been destroyed/not retained pursuant to: Records Retention and Disposition Schedule (NJ Dept. of State, Div. of Archives Mgmt.)
- Other

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Public Records Council or to the New Jersey Superior Court as provided by N.J.S.A. 47:1A-6 and —7.

Date: \_\_\_\_\_ Hawthorne Police Department: \_\_\_\_\_

**ACKNOWLEDGMENT**

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on this form as to the procedures for any appeal of the determination.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_