



Mayor  
Felix E. Roque MD  
Public Safety

# ***POLICE DEPARTMENT***

## ***WEST NEW YORK, N.J. 07093***



Robert Antolos  
Police Director

### **REQUEST FOR PUBLIC RECORDS FORM**

A request for a copy of government records maintained by the West New York Police Department should be submitted on this form, which has been adopted for use. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available within seven (7) business days. If any document or copy, which has been requested, is not a public record or cannot be provide within seven (7) business days, you will be provide with a response indicating that information within the seven business days. Some records requested have specific fees or other response times established by statute and that information is set forth on this form or will be included in any response to the request. There is no fee involved in simple inspecting a document during normal business hours.

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Day) \_\_\_\_\_ Request Type: View \_\_\_\_\_ Copy \_\_\_\_\_

Information Requested: (Please describe below the specific information you are requesting).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The information you requested will be ready on \_\_\_\_\_

Estimated Number of Pages \_\_\_\_\_ Estimated Cost \_\_\_\_\_ Deposit \_\_\_\_\_

Deposits are required where the anticipated cost of reproduction exceeds \$5.00.

The public records will normally be available in accordance within seven (7) business days. Some records will be immediately available. In General:

1. Immediate access ordinarily shall be granted to reports in which the requesting individual was involved.
2. Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provide with an interim report within seven (7) business days indicating the amount of time which will be required to complete the search of records.
3. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record be: Fees will be charged at a rate of 5¢ per letter size page or smaller and 7¢ per legal size page or larger. Delivery/postage may apply depending upon delivery type requested.
4. Where a request for a copy is in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the cost involved in providing the copy in the format requested.
5. Where a legal determination must be made as to whether records are “public records” as provided by law, the request will be reviewed by the law Office of the Town of West New York and will generally be provided immediately after the Police Department official receives the determination from the law Department’s office of a court that the records should be provided.

The term “government records” generally includes those records determined to be accessible in accordance with P. L. 2001, c. 404. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

**The applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this state, any other state or the United States and is not seeking government records containing personal information pertaining to a victim or victim’s family as provided by P. L. 2001, c. 404. This completed form, when signed by the Police Department official shall constitute a receipt for the deposit make by the applicant.**

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Applicant Signature

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Signature Police Official Accepting Form