



Ocean County Prosecutor's Office
119 Hooper Avenue, Toms River, New Jersey 08754
REQUEST FOR PUBLIC RECORDS
(N.J.S.A. 47:1A-1, et seq.)

A request for Public Records must be submitted to the above address, on this form which has been adopted by the Prosecutor of Ocean County as the 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 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
- Autopsy reports
- Victim's records
- Inter-agency or intra 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

Your Name: _____

Your Address: _____

Telephone: _____ E-mail address: _____

Specify **each document** you are requesting:

Defendant/Victim's Name: _____

Approximate Date and Type of Incident: _____

Municipality Where Incident Took Place: _____ File # (if known) _____

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 a victim's family.

 Applicant's Signature

Date: _____