



Township of Alexandria

IN
HUNTERDON COUNTY

242 Little York-Mt.
Pleasant Road
Milford, New Jersey 08848
Phone (908) 996-7071
Fax (908) 996-4196
www.alexandrianj.gov

GOVERNMENT RECORDS REQUEST FORM

Important notice

Page 2 of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information-Please Print

First Name		MI	Last Name		
Mailing Address			City	State	Zip
E-mail Address		Telephone #		Cell #	
Preferred Delivery	On site inspection	Pick up		US Mail	

If you are requesting records containing personal information, please select one: Under penalty of N.J.S.A. 2c:28-3 I certify that I have / have not been convicted of any indictable offense under the laws of New Jersey, any other state or the United States.

I certify that the above information is accurate and true

Signature _____ Date Submitted _____

Payment Information

Maximum Authorization Cost \$ _____	Method of payment will be: Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/>
Copy Fees: Size: 8 ½ x 11 = \$0.05 per page Size: 8 ½ x 14 = \$0.07 per page	Delivery/postage fees additional depending upon delivery type Special service charges dependent upon request

Records request Information: Please be as specific as possible in describing the records being requested. Also please note that your preferred method of delivery will only be accommodated if the integrity of the records will not be jeopardized by such method of delivery.

Block _____ Lot _____

Agency Use Only

<u>Notes</u>

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Tracking Information

Date request received _____
Official receiving _____
Date requestor notified _____
Form of notification _____
Date picked up/sent _____