



# Township of Holland

IN  
HUNTERDON COUNTY

61 Church Road  
Milford, New Jersey 08848  
Phone (908) 995-4670  
Fax (908) 995-4612  
[www.hollandpolice.org](http://www.hollandpolice.org)

## 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  |
| 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 1/2 x 11 = \$0.05 per page | Delivery/postage fees additional depending upon delivery type  |
| Size: 8 1/2 x 14 = \$0.07 per page            | 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

| Notes       |
|-------------|
| TRACKING #: |
|             |
|             |
|             |
|             |

| Tracking Information          |
|-------------------------------|
| Date request received _____   |
| Official receiving _____      |
| Date requestor notified _____ |
| Form of notification _____    |
| Date picked up/sent _____     |

| Final Cost   |
|--|
| No. of Copies _____  |
| Total Cost _____   |
| Deposit - _____  |
| Balance _____ cash <input type="checkbox"/> check <input type="checkbox"/> _____ |
| Date Paid ____/____/____   |
| Official receiving payment _____   |