



Township of Holland

IN
HUNTERDON COUNTY

61 Church Road
Milford, New Jersey 08848
Phone (908) 995-4670
Fax (908) 995-4612
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
Zip				

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 _____