

Ocean County Board Of Health

Request For Governmental Records

This form should be completed and returned to:

Ocean County Health Department
Custodian Of Records
P.O. Box 2191
Toms River, NJ 08754

Name: _____
(First) (MI) (Last)

Address: _____
(Street/P.O. Box) (Town/City) (State) (Zip)

Home Phone Number: (____)_____ Work Phone Number: (____)_____

E-Mail Address: _____

Would you like a Copy _____ or to Inspect_____ Please check as appropriate

Provide a brief description of the governmental record(s) you are requesting

- For Environmental related inquiries, such as Septic/Well Systems, please include the **Municipality, Block and Lot number** of the property.
- For Nursing/Clinic related information, please provide the **Date Of Birth** of the person whose information you are attempting to locate, and your **relationship to that person**.

Signature

Date

For Board Use Only

Request Approved _____

Request Denied _____ Reason for Denial: _____

Approximate Date Records Will Be Available: _____

Fee: \$ _____ Prepayment of fee or a Deposit may be required

Paid by: Check _____ Cash _____ Money Order _____

Custodian of Records

Date

TIMEFRAME FOR A RESPONSE TO A REQUEST

The custodian of Records is required to grant or deny access to government record no later than seven (7) business days after receiving the request. If you do not provide a name, address, telephone number or other means of contacting you, the Custodian of Records will be unable to respond to the original request.

If the government record is in storage or archived, you will be so advised within seven (7) business days after the Custodian of Records receives your request. You will be advised by the Custodian of Records when the record can be made available. If the record is not made available by that time, access will be considered denied.

RIGHT TO APPEAL

If you wish to challenge a decision of the Custodian of Records denying access to a government record you may:

1. Institute a proceeding to challenge that decision by filing an action in Superior Court in New Jersey; or
2. File a complaint with the Government Records Council in the Department of Community Affairs.