

NEPTUNE FIRE DISTRICT #1

PO BOX 457

NEPTUNE, NJ 07754-0457

TEL 732-988-8510

FAX 732-988-8774

RECORDS REQUEST FORM

NAME:

ADDRESS:

PHONE NUMBER:

DESCRIPTION OF RECORD(S) REQUESTED:
(INCLUDE ADDRESS)

FEE:

IF REQUEST DENIED, GIVE REASON:

REQUESTER'S SIGNATURE

REQUEST DATE

CUSTODIAN'S SIGNATURE

REQUEST DATE

DATE RECORDS DELIVERED TO REQUESTOR:

O.P.R.A. FEE SCHEDULE
FOR
ROUTINE COPIES

LETTER SIZE PAGES (OR SMALLER)	\$.05 PER PAGE
LEGAL SIZE PAGES	\$.07 PER PAGE
FIRE REPORTS	\$5.00 PER REPORT
AUDIO CASSETTE	\$1.00 PER TAPE

*THIS FEE LIST DOES NOT INCLUDE RECORDS THAT CANNOT BE REPRODUCED USING ORDINARY EQUIPMENT, IN ORDINARY BUSINESS SIZE (E.G. A MAP OR PLAT);

OR

*COMPLYING WITH THE REQUEST INVOLVES AN EXTRAORDINARY EXPENDITURE OF TIME AND EFFORT.

*THESE CHARGES FALL UNDER "SPECIAL SERVICE CHARGE (SSC)"

Updated 7/20/10