

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
Phone: (732) 341-9700
Fax: (732) 831-6485
Email: oprarequest@ochd.org

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.

Instructions for completing this form:

Please provide a brief description of the governmental record(s) you are requesting.

* For all inquiries related to Septic & Well Systems, Environmental Inspections and/or Complaints, please include the following information on the lines provided below. Street Address, Municipality, Block and Lot number of the property.

****Please note that Jackson Township parcels require the submission of the old & new lot and block numbers.**

For multiple property searches you must complete one form for each property.

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.