

25-149



Borough of Carteret
OPEN PUBLIC RECORDS ACT REQUEST FORM
61 Cooke Avenue Carteret, NJ 07008
(732) 541-3800 & (732) 541-8925 (Fax)
clerkoffice@carteret.net
Carmela Pogorzelski, Municipal Clerk



Important Notice

The last page of this form contains Important Information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name Jasvir MI _____ Last Name Kaur
E-mail Address jasvirkaurbhauza@gmail.com
Mailing Address 53 Tennyson St
City Carteret State NJ Zip 07008
Telephone _____ FAX _____
Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-mail ☒
Under penalty of N.J.S.A. 2C:28-3, I certify that
1. I ☐ HAVE / ☒ HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States;
2. I, or another person, ☐ WILL / ☒ WILL NOT use the requested government records for a commercial purpose;
3. I ☐ AM / ☒ AM NOT seeking records in connection with a legal proceeding.
Signature Jasvir Kaur Date 07/08/2025

Payment Information

Maximum Authorization Cost \$ _____
Select Payment Method
Cash _____ Check _____ Money Order _____
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) – actual cost of material
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Special service charge dependent upon request.

Record 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 custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Note: If you confirmed above that the records sought are in connection with a legal proceeding, identification of that proceeding is required below.

Health dept. records
oil tank info
53 Tennyson St.

AGENCY USE ONLY

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Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
Custodian Signature _____		Date _____	

Halladay, Jennifer

From: Halladay, Jennifer
Sent: Wednesday, July 23, 2025 4:21 PM
To: 'jasvirkaurbhaura@gmail.com'
Subject: OPRA 53 Tennyson

With regard to your request, there are no health records or oil tank permits on file. If you have any future requests, please feel free to contact the Carteret Municipal Clerks office.

Jennifer Halladay

Borough of Carteret
Administrative Clerk
Union President- Local 385
61 Cooke Avenue
Carteret, NJ 07008
(732) 541-3803
Halladayj@carteret.net