



NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY
OPEN PUBLIC RECORDS ACT REQUEST FORM
30 Wyckoff Ave. @ Authority Drive, PO Box 255, Waldwick, NJ 07463
Tel. No. 201.447.2660 Fax No. 201.447.0247
info@nbcua.com
Howard Hurwitz, Executive Director – Custodian of Records



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 Katy MI _____ Last Name Fina
E-mail Address kfina@fpsfkwfirm.com
Mailing Address 235 Brubaker Way
City Phillipsburg State NJ Zip 08865
Telephone 908-454-8300 FAX 908-454-5827
Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-mail ☒
If you are requesting records containing personal information, please circle 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.
Signature Katy Fina Date 9/6/2017

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.

Payroll Records submitted by Tamar Construction Services, Inc. to Northwest Bergen County Utilities Authority from December 1, 2013 to March 1, 2016.

AGENCY USE ONLY

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

AGENCY USE ONLY

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 _____

AGENCY USE ONLY

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