



Township of Alexandria
IN
HUNTERDON COUNTY

242 Little York-Mt.
Pleasant Road
Milford, New Jersey 08848
Phone (908) 996-7071
Fax (908) 996-4196
www.alexandrianj.gov

GOVERNMENT RECORDS REQUEST FORM

Important notice

Page 2 of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information-Please Print

First Name	MI	Last Name		
Mailing Address		City	State	Zip
E-mail Address		Telephone #	Cell #	
Preferred Delivery	On site inspection	Pick up	US Mail	

If you are requesting records containing personal information, please select 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.

I certify that the above information is accurate and true

Signature _____ Date Submitted _____

Payment Information

Maximum Authorization Cost \$ _____ Method of payment will be: Cash ☐ Check ☐ Money Order ☐

Copy Fees: Size: 8 1/2 x 11 = \$0.05 per page
Size: 8 1/2 x 14 = \$0.07 per page

Delivery/postage fees additional depending upon delivery type

Special service charges dependent upon request

Records 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 integrity of the records will not be jeopardized by such method of delivery.

_____ Block _____ Lot _____

Agency Use Only

Notes

Tracking Information

Date request received _____

Official receiving _____

Date requestor notified _____

Form of notification _____

Date picked up/sent _____