



BOROUGH OF RED BANK
OPEN PUBLIC RECORDS ACT REQUEST FORM
80 Monmouth Street Red Bank, NJ 07701
PH: 732-530-2740 FAX: 732-530-2757
jborgh@redbanknj.org
Pamela Sprygh, 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 Theresa Last Name Relardi
E-mail Address Clancymcclancy@gmail.com
Mailing Address 20 Route 537 East
Colts Neck NJ 07722
Telephone (732) 682-8923 Fax _____
Preferred Delivery: ☐ Up ☐ US Mail ☐ Express ☐ Fed ☒ E-mail
If you are requesting records containing personal information, please circle one: Under penalty of 14,173, 2C, 2D-5, 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 Theresa Relardi 1/23/17

Payment Information

Maximum Information 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
Extra: 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.

please provide me with a monthly
update of any Certificates of Occupancy
for residents of Red Bank
via email in excel format
please!
Thank you!

AGENCY USE ONLY

Est. Document Cost	_____
Est. Delivery Cost	_____
Est. Index Cost	_____
Time Est. Cost	_____
Special Service	_____
Estimated Balance	_____
Deposit Date	_____

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Disposition Status	
Custodian: If any part of request cannot be delivered in whole business days, initial response here:	
In Progress	- Open _____
Denied	- Closed _____
Filed	- Closed _____
Partial	- Closed _____

AGENCY USE ONLY

Tracking Information		Print Date	
Tracking #	_____	Total	_____
Rec'd Date	_____	Report	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
Custodian Signature		Date	