



Office of the City Clerk  
 4400 New Jersey Avenue  
 Wildwood, NJ 08260  
 (609) 522-2444  
 (609) 523-9200 Fax

**PUBLIC RECORDS REQUEST FORM**

**Important Notice**

The reverse side 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 \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Business Hours Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On Site Inspection \_\_\_\_\_ *E.M.I*

*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 \_\_\_\_\_ Date \_\_\_\_\_

**Fee Information**

Available Payment Methods:

Cash    Check    Money Order

Fees: Letter per page @\$0.05  
 Legal per page @\$0.07  
 CD                    @\$2.50

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

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**For Custodian Use Only**

**Tracking Information**

**Final Cost**

Ready Date \_\_\_\_\_  
 Total Pages \_\_\_\_\_

Balance Due \_\_\_\_\_  
 Date Paid \_\_\_\_\_