

NEPTUNE FIRE DISTRICT #1

PO BOX 457

NEPTUNE, NJ 07754-0457

TEL 732-988-8510 FAX 732-988-8774

EMAIL: info@neptunefiredistrict1.org

RECORDS REQUEST FORM

NAME: _____

Company: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

Preferred Method of Receiving Records: Email Mail Fax

DESCRIPTION OF RECORD(S) REQUESTED:

(INCLUDE: Specific Address, Date and Time if known.)

FEE:

IF REQUEST DENIED, GIVE REASON:

REQUESTER'S SIGNATURE

REQUEST DATE

CUSTODIAN'S SIGNATURE

REQUEST DATE

DATE RECORDS DELIVERED TO REQUESTOR: _____

**O.P.R.A. FEE SCHEDULE
FOR
ROUTINE COPIES**

LETTER SIZE PAGES (OR SMALLER)	\$0.05 PER PAGE
LEGAL SIZE PAGES	\$0.07 PER PAGE
FIRE REPORTS	\$5.00 PER REPORT
AUDIO CASSETTE	\$1.00 PER TAPE
DVD	\$0.23 PER DISC
USB DRIVE	\$6.05 PER DRIVE
(IF MAILED, POSTAGE IS EXTRA)	

***THIS FEE LIST DOES NOT INCLUDE RECORDS THAT CANNOT BE REPRODUCED USING ORDINARY EQUIPMENT, IN ORDINARY BUSINESS SIZE (E.G. A MAP OR PLAT);**

OR

***COMPLYING WITH THE REQUEST INVOLVES AN EXTRAORDINARY EXPENDITURE OF TIME AND EFFORT**

***THESE CHARGES FALL UNDER “SPECIAL SERVICE CHARGE (SSC)”**

Updated 8/14/2020