



COUNTY OF CUMBERLAND PUBLIC RECORDS REQUEST FORM

To request access to public records, file this form with Megan Sheppard, Cumberland County Custodian of Records at the office located at the Cumberland County Health Department Building, 309 Buck Street, Millville, NJ phone (856) 327-7602, fax is (856) 327-6275.

The Custodian is generally required (subject to certain restrictions) to fill a records request within **seven business days after receiving the request**.

REQUESTER INFORMATION (PLEASE PRINT OR TYPE)

First Name: _____ MI: _____ Last Name: _____

Mailing Address: _____

City, State, Zip: _____

Business Hours Telephone: (_____) _____

Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspection _____

Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE** or **HAVE NOT** (CIRCLE ONE) been convicted of any indictable offense under the laws of New Jersey, or any other state, of the United States, and I am not seeking government records containing personal information pertaining to the victim of a crime of the victim's family.

Signature _____ Date _____

Fee Information:

Select Payment Type
Cash _____ Check _____ Money Order _____

Per copy costs:
Letter Size - \$.05 Legal-size - \$.07 Others - Actual Cost

***** Special charges may apply for certain requests *****

Information Requested (PLEASE BE AS SPECIFIC AS POSSIBLE):

Date Request Received: _____ Received By: _____