Lake Hopatcong Commission Open Public Records Act (OPRA) Request Form

Mailing Address: Lake Hopatcong Commission P.O. Box 851 260 Lakeside Blvd. Landing, NJ 07850

Email: info@lakehopatcongcommission.org

Website: www.lakehopatcongcommission.org

Requestor Information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Delivery Method:

[ ] Email

[ ] Paper Copies

Record(s) Requested: Please describe the records you are requesting with as much detail as possible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the requested records are available electronically, would you prefer them emailed?

[ ] Yes [ ] No

Fees: - Electronic copies: Free

Paper copies: $0.05 per page (letter) or $0.07 per page (legal)

Special service charges may apply for extensive requests requiring extra time or resources.

Delivery of Records:

[ ] Please email electronic copies

[ ] Please mail paper copies (postage may apply)

Certification: I understand that records requested under OPRA are public and may be disclosed. I certify that I have not been convicted of an indictable offense in New Jersey and that I am requesting records in accordance with N.J.S.A. 47:1A-1 et seq.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Use Only: Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Response Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Extension Requested: [ ] Yes [ ] No Custodian of Records: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Disposition: [ ] Granted [ ] Denied [ ] Partial [ ] Other Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions for Submitting an OPRA Request: Requests may be submitted: - By email to info@lakehopatcongcommission.org - By mail to P.O. Box 851, 260 Lakeside Blvd., Landing, NJ 07850 - In person at an announced Commission meeting or by appointment

Responses will be provided within seven (7) business days unless an extension is necessary.