



Municipal Building  
59 South White Horse Pike  
Berlin, New Jersey 08009

Phone: (856) 767-7777  
www.berlinnj.org

## REQUEST FOR ACCESS TO GOVERNMENT RECORDS

Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Address \_\_\_\_\_

Information on a specific property \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

### Municipal Clerk's Office

- ( ) Municipal Improvement Search Certificate..... Fee \_\_\_\_\_
- ( ) Municipal Improvement Search-Information Only..... Fee \_\_\_\_\_
- ( ) List of Property Owners within 200' ..... Fee \_\_\_\_\_
- ( ) License Information..... Fee \_\_\_\_\_
- ( ) Agendas (specify date)..... Fee \_\_\_\_\_  
    Mayor and Council \_\_\_\_\_
- ( ) Copy of Minutes (specify Date)..... Fee \_\_\_\_\_  
    Mayor and Council \_\_\_\_\_
- ( ) Copy of Resolution (specify date & number)..... Fee \_\_\_\_\_  
    Mayor and Council \_\_\_\_\_
- ( ) Copy of Ordinance (specify date & number)..... Fee \_\_\_\_\_  
    Mayor and Council \_\_\_\_\_
- ( ) Other (Specify) \_\_\_\_\_..... Fee \_\_\_\_\_

### Construction Office

- ( ) Maps..... Fee \_\_\_\_\_
- ( ) Permits..... Fee \_\_\_\_\_
- ( ) Plans..... Fee \_\_\_\_\_
- ( ) Other (specify) \_\_\_\_\_..... Fee \_\_\_\_\_

### Planning/Zoning

- ( ) Copy of Minutes (specify date)..... Fee \_\_\_\_\_
- ( ) Copy of Resolution (Specify date and number)..... Fee \_\_\_\_\_
- ( ) Zoning Maps..... Fee \_\_\_\_\_
- ( ) Other (Specify) \_\_\_\_\_..... Fee \_\_\_\_\_

### Recreation Commission

- ( ) Copy of Minutes (specify Date)..... Fee \_\_\_\_\_
- ( ) Other (Specify) \_\_\_\_\_..... Fee \_\_\_\_\_

**Board of Health**

- ( ) Copy of Minutes (specify date) \_\_\_\_\_ Fee \_\_\_\_\_
- ( ) Other (Specify) \_\_\_\_\_ Fee \_\_\_\_\_

**Tax Office**

- ( ) Tax Duplicates.....Fee \_\_\_\_\_
- ( ) Tax Bills..... Fee \_\_\_\_\_
- ( ) Deeds.....Fee \_\_\_\_\_
- ( ) Property Assessment Information..... Fee \_\_\_\_\_
- ( ) Municipal Tax Search Certificate..... Fee \_\_\_\_\_
- ( ) Municipal Tax Search Information only..... Fee \_\_\_\_\_
- ( ) Municipal Lien Search/Certificate..... Fee \_\_\_\_\_
- ( ) Municipal Lien Search/Information only..... Fee \_\_\_\_\_
- ( ) Other (Specify) \_\_\_\_\_ Fee \_\_\_\_\_

The applicant acknowledges that in any case where items of public record regarding municipal liens or municipal improvement ordinances are provided and the applicant is not requesting certificates as provided in N.J.S.A. 54:5-11 et. seq. of N.J.S.A 54:5-18.5 neither the applicant nor any third party may assert any claim for damages against the Borough of Berlin or its officers or employees nor shall any act of the applicant constitute or be construed as creating an estoppel as to the Borough’s right to collect any outstanding balance or client.

**Finance**

- ( ) Debt Statement..... Fee \_\_\_\_\_
- ( ) Other (Specify) \_\_\_\_\_ Fee \_\_\_\_\_

**Municipal Court**

- ( ) Specify \_\_\_\_\_ Fee \_\_\_\_\_

**Sewerage Authority**

- ( ) Other (Specify) \_\_\_\_\_ Fee \_\_\_\_\_

- A request for access to or for a copy of government records should be submitted on this form, which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested but will normally be available during normal business hours and within seven business days. If any documents or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven business days. Some records requested have specific fees or other response times established by statute. There is no fee involved for simply inspecting a document during normal business hours.
- Immediate access may be available for budgets, bills, vouchers, contracts including collective negotiations, agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are nor readily available or which require a search of records will be made available as soon as possible and the applicant will be provided an intern report within seven (7) business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of printed record shall be: First to tenth page \$.75 per page, eleventh to twentieth page \$.50 per page; all pages over twenty \$.25 per page; for a police accident report there is an additional fee when the



You have a right to appeal the decision that the document or documents listed above are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:A1-1 et seq.. If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

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Municipal Clerk or Designee

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the document will not be provided. If any documents have not been provided, I have received information on the procedure for any appeal of the determination.

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Applicant

Date