



CLEMENTON POLICE DEPARTMENT

COMMON LAW REQUEST FOR INFORMATION FORM

101 Gibbsboro Rd, Clementon, NJ 08021
Phone: 856-783-2271 --- Fax 856-784-3825
records@clementonpd.com



Requestor Information – Please Print

First Name	_____	MI	_____	Last Name	_____
E-mail Address	_____				
Mailing Address	_____				
City	_____	State	_____	Zip	_____
Telephone	_____		FAX	_____	
Preferred Delivery:	Pick Up _____	US Mail	_____	EMAIL	_____
If you are requesting records containing personal information, please read: Under penalty of N.J.S.A. 2C:28-3, I certify that I will not be using this information to facilitate an offense against the person I am asking information about.					
Signature	_____			Date	_____

Payment Information

Maximum Authorization Cost	\$	_____
Select Payment Method		
Cash	Check	Money Order
Fees:	Electronic: Generally no fee unless special service charge assessed.	
Delivery:	Delivery / postage fees	
Extras:	Special service charge dependent upon request.	

Record Request Information: Please be as specific as possible in describing the records being requested. Please include the date/time of the incident, location of the incident, nature of the incident, additional parties involved and any other information that will assist us in locating the requested information.

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be a written memorial, that it be made by a public officer, and that the officer be authorized by law to make it.

If the information requested is a "public record" under common law and the requestor has a legally recognized interest in the subject matter contained in the material, then the material must be disclosed if the individual's right of access outweighs the State's interest in preventing disclosure.

Please set forth your interest in the subject matter contained in the requested material and how it will be used:

Note that any challenge to a denial of a request for records under the common law can be made by filing an action in Superior Court.