

Montclair Center Corporation, the district manager for the Montclair Center BID, is a private, nonprofit corporation exempt from NJ and Federal taxes under section 501(c)3 of the Internal Revenue Code. Our mission is to make Montclair Center a vibrant place to work, shop, eat, play and live. Our records are accessible under both NJ nonprofit statutes and the NJ Open Public Records Act (OPRA). If you have questions about OPRA, please see the New Jersey State Citizen's Guide to OPRA here: <http://www.nj.gov/grc/public/citizens/>

Requestor Information – Please Print

Payment Information

First Name _____ MI _____ Last Name _____	Maximum Authorization \$ _____ Cost _____
E-mail Address _____	Select Payment Method Cash Check Money Order
Mailing Address _____	Fees: • Email of existing electronic records – no charge • Letter size pages - \$0.05 per page • Legal size pages - \$0.07 per page • Other materials (CD, DVD, etc) – actual cost of material
City _____ State _____ Zip _____	Delivery: Delivery / postage fees additional depending upon delivery type.
Telephone _____ FAX _____	Extras: A special service charge may apply to requests requiring unusual time or effort.
Preferred Delivery: Pick Up US Mail On-Site Inspect Fax E-mail	
If you are requesting records containing personal information, please circle one: Under penalty of <u>N.J.S.A. 2C:28-3</u> , I certify that I HAVE HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.	
Signature _____ Date _____	

Record Request Information: Please be as specific as possible in describing the records requested.

DEPOSITS — We may require a deposit against costs for reproducing documents sought through an anonymous request if we think that the documents requested will cost in more than \$5 to reproduce. If we think charges will be more than you authorized above, we will ask your permission before proceeding.

RECORD AVAILABILITY — While most of our records are open to the public, by OPRA, some may not be released. If we deny some or all of your request, we will explain why. Information about records exempt from OPRA can be found here: <http://www.nj.gov/grc/public/exempt/>

TIMELINESS — Your request is important to us. Montclair Center always made records available on a best-effort basis, however we are a small nonprofit. We will get back to you as soon as we can. Need a status update on your request? Please call (973) 509-3820.

THANK YOU for your interest in the MONTCLAIR CENTER BID!