

NEWARK HOUSING AUTHORITY  
APPLICATION FORM FOR ACCESS TO GOVERNMENT RECORDS  
OPRA Request *must* be submitted to the Legal Department  
500 Broad St, Newark, NJ 07102  
Legal Office  
Legal@newarkha.org  
P:973-273-6511 F:973-273-6546



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PART I: REQUESTOR'S INFORMATION

Full Name

Date:

Organization (if applicable)

Mailing Address

City, State, Zip

Email Address

Home/ Business Phone

Request Made Via

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Check One: Under penalty of N.J.S.A. 2C:28:3, have you been convicted of any indictable offense under the laws of New Jersey or any other State of the United States?

Yes

No

If you answer YES, you must comply with N.J.S.A. 47:1A2.2

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## Payment Information

Select Payment Method:

Fees: NHA must charge \$0.05 per page for letter size pages and smaller and \$0.07 per page for legal sized pages

Deposit may be required where the anticipated cost of reproduction exceeds \$5.00.

Extra Costs: Extraordinary service fee may be charged depending on extent of work and nature.

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PART II: DESCRIPTION OF GOVERNMENT RECORD(S)

To expedite your request,  
please be as specific as  
possible:

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PART III: COURSE OF ACTION FOR OFFICE USE ONLY!

Chief Legal Officer's Record

Agency Records

Other

Request Forwarded To:

Department:

Forwarded via:

Fax

Hand Delivered

Electronically

Date Forwarded

2nd Notice Date:

3rd Notice Date:

Response Date:

Comment:

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PART IV: GOVERNMENT REQUEST RESPONSE  
FOR OFFICE USE ONLY!

Date Requestor Contacted:

Via:

Phone

Mail

Other

Status of Request:

In Progress

Partial

Complete

Denied

Information will be ready  
on:

Estimated number of  
pages:

Deposit Required \$ :

Deposit Received \$ :

Balance Due \$ :

Balance Paid \$ :

Record Description

Total Pages:

Total Cost:

Staff Person

Date

### ACKNOWLEDGEMENT

I hereby acknowledge that I have received the document(s) requested. If any documents(s) has/ have not been provided, I have received information on the procedures for appeal of the determination.

Received By:

Date