

KENILWORTH RECORDS BUREAU

The Records Bureau will process your request for reports during the hours of 10:00AM-4:00PM, Monday-Friday. NO REPORTS will be processed via facsimile or over the phone. **CALL AHEAD.** We will be happy to assist and advise you on the status of your report, please provide the case number, time and location and parties involved.

In some cases, you may be required to complete an OPRA (Open Public Records Request) form. These forms are available from the Borough Clerk's Office. If the record(s) you requested are not currently available or are in storage, or have been disposed of, the Records Custodian will advise you within seven (7) business days when the records can be made available, if available, or may grant or deny your request at that time.

If you are denied a request you have the right to appeal. Your options and rights are explained on the second page of the OPRA Request Form. Refer to <http://www.state.nj.us/grc/> for more information.

Portions of the report you receive may be redacted (blacked out) by law. The information redacted is sensitive information. **ALL** juvenile information (including names) will be redacted from reports as well.

ACCIDENT REPORTS: Please allow 5-7 BUSINESS DAYS from the date of the crash. **NOTE:** Accident reports are also available on-line at: crashdocs.com. If the accident report involves serious injuries, fatalities or requires additional investigation, the report will take longer to process.

ARREST(S): DWI,Criminal, etc.: Are available ONLY through an attorney you obtain through the "Discovery Process". This includes but is not limited to: investigation reports, statements, pictures, lab reports, summonses or warrants, etc.

REPORTS BY MAIL: Please send a legal sized self-addressed postage paid envelope to: Kenilworth Police Dept., 567 Boulevard, Kenilworth, NJ 07033. ATTN: Records

Items to be included in request:

Name, copy of a form of I.D., check or money order made out to "Borough of Kenilworth" for a total of \$1.00, date and location, accident/case number, if available. We are here to help and make sure you receive your information in a timely manner. Some reports may be more involved and may take longer to process. Please allow 5-7 business days to complete your request. NO reports can be obtained until all phases of the case are complete and ready for dissemination through the Kenilworth Police Department.