

CLARK POLICE DEPARTMENT RECORDS BUREAU

The Records Bureau is responsible for maintaining all police documents and evidence pertaining to Motor Vehicle Accidents, Alarms, Investigations, Arrests, Missing Persons and Death Reports. In addition, the Records Bureau is responsible for the following:

Maintaining reports in accordance with State Archival Standards.
Releasing reports in accordance with the guidelines of the State of New Jersey, the Union County Prosecutor's Office and Right to Know.
Registration of alarm systems and billing for same.
Discovery to defense attorneys and the Municipal Prosecutor.
Processes all requests for copies of Motor Vehicle Accidents.

The public may obtain reports by requesting them from the Records Department in person from Monday to Friday between the hours of 8:30 a.m. and 3:00 p.m. and Wednesday evenings between 6 p.m. and 8 p.m.

Motor Vehicle Accident Reports may be obtained from the Records Bureau on a walk-in basis or requested by mail.

The fee schedule for copies of reports on a walk-in basis is as follows:

\$.05 per page (8.5 x 11)

\$.07 per page (legal size or larger)

Additional fees for mailing reports will apply.

Fees may be paid using cash, check or money order payable to the Township of Clark. Most reports are available for review within five (5) working days, excluding weekends and holidays. No information regarding police reports will be dispensed by telephone.

O.P.R.A. (OPEN PUBLIC RECORDS ACT)

If you would like to request a copy of a police investigative report, you must complete an O.P.R.A. form, which may be obtained in the Police Department Lobby, 24 hours a day. The Department has seven (7) days to determine what, if any, information can be released. If we deny you the report, you may appeal the denial to the Chief of Police.

Bicycle Licenses

Bicycle licenses may be obtained at the Records Bureau. Cost for the license is \$2.75. You must provide the model, wheel size, boy's or girl's bicycle, serial number and color of the bicycle.