Delaware River & Bay Authority
Records Request Form

The Delaware River & Bay Authority (DRBA), a bi-state governmental agency created by Compact in 1962, owns and operates the Delaware Memorial Bridge, the Cape May-Lewes Ferry, the Delaware City-Salem Ferry, and the Salem Business Centre. The Authority also manages several aviation facilities located in Delaware and New Jersey. With respect to all requests of public records, the DRBA adheres to its Freedom of Information Regulations (FOIR), which can be viewed on the agency's website, www.drba.net. While FOIR Requests may be submitted using this Request Form, and the use of this form is strongly encouraged to ease in the response to a request, it is not necessary as long as the Record Request contains the necessary information below. A written request with all required information must be received before a record search is conducted or copies are distributed. Thank you.

Requester Information – Please Print

First Name: _____ **MI:** _____ **Last Name:** _____

Organization: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Email: _____ **Telephone:** _____

Fax: _____ **Other:** _____

Preferred Delivery (please circle):   **Pick-Up   U.S. Mail   On-Site Inspect   Fax   Email**

James E. Salmon, Public Information Officer
Delaware River & Bay Authority
P.O. Box 71, New Castle Delaware 19720
Phone: (302) 571-6300, Fax: (302) 571-6391
Contact_us@DRBA.net

Public Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copy, inspect, or examine).

_____

_____

_____

I agree to pay for fees related to this request form no greater than: $_____

Select Payment Method: Cash ☐   Check ☐   Money Order ☐

Signature: _____   Date of Request:_____

The first ten (10) pages of standard sized, black and white copied material shall be provided free of charge. DRBA charges five cents ($0.05) per copy over and above the first ten pages. For extraordinary requests or demands that consume more than one hour of staff time, require redaction or involve historical documents which are stored off-site or at facilities in the other State, additional service fees may apply.

This form is subject to disclosure.

For OFFICIAL USE ONLY:
Date Request Received: Form of Delivery:
Date Materials Delivered: Cost of Production:
Number of Documents Provided: Method of Payment:
If denied, reason for denial: