

PUBLIC RECORDS REQUEST FORM

YOUR NAME: _____	PHONE NUMBER: _____		
ADDRESS: _____	City: _____	State: _____	Zip: _____
<p>I hereby certify under penalty of perjury that the requested records will not be used for commercial purpose as defined in ARS §39-121.03</p> <p>Your signature: _____ Date: _____</p>			
<p><i>The following information is needed before a records search can be conducted for your information.</i></p> <p>PLEASE PRINT CLEARLY</p>			
<p>If the record will be used for a commercial purpose, please state that purpose below:</p> <p>_____</p> <p>_____</p> <p>_____</p>			
<p>I would like to: <input type="checkbox"/> Review the requested documents <input type="checkbox"/> Purchase existing documents <input type="checkbox"/> Obtain photocopies of the requested documents</p> <p style="text-align: center; font-size: small;">(Full documents priced individually.) (Copying charges will apply based on page size and color.)</p>			
<p>Documents requested (please be as specific as possible):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			
REQUESTER, PLEASE DO NOT WRITE BELOW THIS LINE			
<p>Amount received \$ _____ Payment received in form of: Cash _____ Check _____ Other _____</p>			
<p>Employee(s) who filled this request: _____</p>			
<p>Date request filled: _____ <input type="checkbox"/> Picked up by requester on _____ <input type="checkbox"/> Left in requester's media box <input type="checkbox"/> Other _____</p> <p style="text-align: center; font-size: x-small;">DATE</p>			
<p><input type="checkbox"/> Enclosed is the record you requested. The record was not edited.</p> <p><input type="checkbox"/> Per Arizona Supreme Court guidelines, the attached record has been edited due to confidentiality rights of individuals named within.</p> <p style="padding-left: 20px;">The following information was redacted _____</p> <p>_____</p> <p><input type="checkbox"/> No record was found based on the information you provided.</p> <p><input type="checkbox"/> Other _____</p>			