



State of Arizona

Public Records Request

Mail to: Arizona Secretary of State Ken Bennett

Attention: Public Records

1700 W. Washington Street, 7th Fl., Phoenix, AZ 85007-2888

(602) 542-4285 (800) 458-5842 (within Arizona)

Website: www.azsos.gov

DO NOT WRITE IN THIS SPACE
FOR OFFICE USE ONLY - REV. 12/23/09

~ PUBLIC RECORDS REPRODUCTION REQUEST ~

About this form

- Use this form to request a public record from our office under Arizona Revised Statutes, Title 39, Ch. 1, Article 2 et seq.
- To assist our office in its effort to process your request, please be specific and identify the document or record by name.

Fees:

- Our office offers inspection of public records (A.R.S. § 39-121) with reproduction of documents available at 10¢ a page.
- The fee schedule for certified copies is posted on our Web site.
- Records or parts of some records may not be subject to public dissemination under Arizona law. Our office will notify you if the releasing of the record is restricted under law or if parts of the record requested will be redacted.
- If a document is available for public dissemination our office will contact you about the copying fee associated with your request.

How to complete this form

- This form must be written (printed) legibly or computer generated for accuracy.
- For your convenience, this form has been designed to be filled out electronically at our Web site and printed to your printer.
- Notarization is not required.

Please remember our office may not be the custodian of the document or record you are requesting. We will make every effort to assist you with your request.

Return by mail to the address above, or in person at:

PHOENIX - State Capitol	TUCSON - Arizona State
Executive Tower	Complex Building
1700 W. Washington Street	400 W. Congress
First Floor, Room 103	Second Floor, Room 252
Office hours: Monday through Friday, 8 a.m. to 5 p.m. except state holidays.	

1. Document Information

Check one: Paper copies Certified copies Electronic copies Records inspection (in-person A.R.S. § 39-121)

Name of record or document (for example: loyalty oath, executive order, notice of appointment, limited partnership, campaign finance committee, etc.)

Approximate date filed	Name(s) of person(s) on the record or document
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Name of agency/person/business/committee filing the record	Law, rule or statutory reference stating this document is filed with our office
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Please notify me to pick up this record in person I am requesting this information be sent by mail (additional fees may apply)

2. Use of Record - Review the laws on page 2.

- I have reviewed and read the information on the back of this form. The requested records will be used for (check one):
- NON-commercial purposes. COMMERCIAL purposes. If you intend to use these documents for commercial purpose state the commercial purpose in the field below for which the above-requested public records will be used. A commercial use fee may apply.

Commercial Use Disclosure Statement under A.R.S. § 39-121.03

3. Contact Information

First Name		Last Name	
Address (include street or box number)		City	State
Telephone Number (include area code)		Fax Number (include area code)	E-mail Address

4. Signature

STATEMENT: I understand that the copy or other reproduction of the public record which I have requested is to be used solely for the purposes as stated on this form. I declare that such copies or reproductions will not be used directly or indirectly for a different purpose other than prescribed on this form. I understand that copying and/or postage fees may be associated with my request.

Signature	Date
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PUBLIC RECORDS REPRODUCTION

A.R.S. § 39-121.01 (D)(1)

...“The custodian may require any person requesting that the custodian mail a copy of any public record to pay in advance for any copying and postage charges.”

A.R.S. § 39-121.03

REQUEST FOR COPIES, PRINTOUTS OR PHOTOGRAPHS; STATEMENT OF PURPOSE; FEES

A. A person requesting copies, printouts or photographs of public records for a commercial purpose shall, upon making such a request, provide a certified statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the verified statement the custodian of such records may furnish reproductions, the charge for which shall include the following:

1. A portion of the cost to the state for obtaining the original or copies of the documents, printouts or photographs.
2. A reasonable fee for the cost of time, equipment and personnel in producing such reproduction.
3. The value of the reproduction on the commercial market.

COMMERCIAL PURPOSE AS ABUSE OF PUBLIC RECORD; DETERMINATION BY GOVERNOR

B. If the custodian of a public record determines that the commercial purpose stated in the verified statement is a misuse of public records or is an abuse of the right to receive public records, the custodian may apply to the governor requesting that the governor by executive order prohibit the furnishing of copies, printouts or photographs for such commercial purpose. The governor, upon application from a custodian of public records, shall determine whether the commercial purpose is a misuse or an abuse of the public record. If the governor determines that the public record shall not be provided for such commercial purpose he shall issue an executive order prohibiting the providing of such public records for such commercial purpose. If no order is issued within thirty days of the date of application, the custodian of public records shall provide such copies, printouts or photographs upon being paid the fee determined pursuant to subsection A of this section.

CIVIL PENALTY

C. A person who obtains public records for a commercial purpose without indicating the commercial purpose or who obtains a public record for a noncommercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses them for a commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorneys' fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.

DEFINITION OF COMMERCIAL PURPOSE

D. As used in this section "commercial purpose", means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in a judicial or quasi-judicial body of this state or a political subdivision of this state.

A.R.S. § 39-122. Free searches for and copies of public records to be used in claims against United States; liability for noncompliance

A. No state, county or city, or any officer or board thereof shall demand or receive a fee or compensation for issuing certified copies of public records or for making search for them, when they are to be used in connection with a claim for a pension, allotment, allowance, compensation, insurance or other benefits which is to be presented to the United States or a bureau or department thereof.

B. Notaries public shall not charge for an acknowledgment to a document which is to be so filed or presented.

C. The services specified in subsections A and B shall be rendered on request of an official of the United States, a claimant, his guardian or attorney. For each failure or refusal so to do, the officer so failing shall be liable on his official bond.

FOR OFFICE USE ONLY

Initials	Fees associated with this request				PAID BY <input type="checkbox"/> Check (check no. _____) <input type="checkbox"/> Cash
	Copying fee	Certified copy fee	Postage		
Requestor notified by <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Phone <input type="checkbox"/> e-mail		Requestor notified on (Date)		Notes	