



Please specify your request (i.e. Docket Number, Parcel Number(s), Tax Year, Hearing Date (if known)).
Add additional pages as needed.

I, the undersigned, hereby request the following public records:

Delivery Format Delivery Method	<p><i>* Fees may apply as follows and including shipping and handling;</i></p> <p>Photocopies: \$.25 per page (\$2.50 minimum). Flash drive: \$25 per hour [1 hour min] (Flash drive provided by requestor) CD: \$15 per CD</p> <p style="text-align: center;"><i>All requests are subject to an archived file retrieval fee of \$5.00 if the request pertains to records greater than 5 years old.</i></p>
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Commercial Purpose (See Page 2 of this form)

I certify that the following statement setting forth the commercial purpose for which the above requested public records will be used is true, correct and complete.

If you are submitting a request for a commercial purpose, you must disclose this pursuant to A.R.S. 39-121.03. Please note that a commercial usage fee may apply. For the purposes of 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 public records for the purpose of solicitation or the sale of 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 the public record.

AFFIRM that the records are for personal use and not for commercial purposes.

I affirm

I declare that I have read and understand A.R.S. § 39-121.03. (See Page 2 of this form)

Signature of Requesting Party		Date of signing	
Name/Company of Requesting Party			
Address			
City			
Phone (include area code)		State	Zip code
Email Address			
Category of Requesting Party			

In-office record inspections also available. Please contact the SBOE for more information.

Address: 100 North 15th Ave, Suite 130, Phoenix AZ 85007	Phone: (602) 364-1600	Visit our website at sboe.az.gov
	Fax: (602) 364-1616	



Public Records Request

PUBLIC RECORDS REPRODUCTION

A.R.S. § 39-121.03

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

A. When a person requests copies, printouts or photographs of public records for a commercial purpose, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the 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 public body for obtaining the original or copies of the documents, printouts or photographs.
2. A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction.
3. The value of the reproduction on the commercial market as best determined by the public body.

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 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 the governor 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.

CIVIL PENALTY

C. A person who obtains a public record 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 it 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 attorney 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. For the purposes of 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 public records for the purpose of solicitation or the sale of 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 the public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body.