



City of Phoenix

PUBLIC INFORMATION OFFICE

Public Records Request Form

The City values transparency and openness in the City's public records. Therefore, it is the City's desire to fulfill public records requests in a timely, accurate and complete manner.

The following records are requested pursuant to Arizona Public Records Law:

Costs for copies range from 15¢ per printed page to 19¢ per copied page, and include postage for mailed copies.

Requestor will pay for copies and postage up to \$_____.

Each request is processed in the order in which it is received. Various factors affect processing time, including the request's size and complexity, nature of the records sought, and staff ability to understand the request.

To assist processing your request, please be as specific as possible.

The purpose of this request is: [] Non-Commercial [] Commercial

Seeking public records for a "commercial purpose" means the requester's purpose is to use the records, directly or indirectly, to receive monetary gain, such as by selling or reselling all or parts of the records, or by using the names, addresses, and phone numbers in the records for solicitation. Media requests are not commercial purpose requests.

These records will be used for the following purpose(s): (A.R.S. § 39-121.03 requires a stated purpose for any records requested for a commercial purpose)

Provide the following contact information: At least one contact method must be provided.

NOTE: Any listed contact information may be publicly released under Arizona Public Records Law.

Requester's Name (please print) Date
Include titles, company or organization names, if appropriate

E-mail Address Telephone Number

Mailing Address