



Arizona Department of Fire, Building and Life Safety

Attention: Public Records
1110 W. Washington Street, Suite 100 Phoenix, AZ 85007
Phone: (602) 364-1003 Fax: (602) 364-1052 | (602) 364-1063
Website: www.dfbls.az.gov
Office Hours
Open: Monday through Friday, 8 a.m. to 5 p.m.
Closed: Saturdays, Sundays and State Holidays

FOR OFFICE USE ONLY

Initials	Fee Owed \$
Date Notified	Receipt #
Notes:	

PUBLIC RECORD REPRODUCTION REQUEST

About this form:

- Use this form to request a public record from our office under Arizona Revised Statute: Title 39, Ch. 1, Art. 2 et seq.
- Please be specific - identify the requested document/record
- Record(s) or part of record(s) may not be subject to public dissemination under Arizona law. You will be notified if this restriction applies, or if redaction will be necessary.

How to complete this form:

- Please print legibly or computer generate for accuracy.
- For your convenience this form is available to be filled in electronically on our Web site and printed to your printer.
- Notarization is not required
- Return completed form by mail or in person to the address above.

Fees: Please see the fee schedule on our Web site

1. Document Information

Check One: Paper Copies Certified Copies Electronic Copies Record Inspection (in-person A.R.S. § 39-121)

Name of Record

Approximate date filed

Name(s) of person(s) on the record or document

Name of person/business filing the record

Law, rule or statutory reference stating this document is filed with our office.

Check One: I will pick up this record in person I am requesting this be sent by mail (additional fees may apply)

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

The requested record(s) will be used for (check one):

Non-commercial purpose Commercial purpose- State the commercial purpose below (A commercial use fee may apply)

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

3. Contact Information

First Name

Last Name

Address (include street or box #)

City

State

Zip

Telephone Number (include area code)

Fax Number (include area code)

E-mail Address

4. Signature

I understand that the 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.