

Request for Records for Law Enforcement Purposes

City of Phoenix - City Clerk Department
License Services Section
200 W. Washington, 1st Floor
Phoenix, AZ 85003

Access to License Services records under this request is limited to a law enforcement purpose directly related to the requestor's responsibilities as a law enforcement officer. Records provided may contain confidential information that is not to be made available to third parties or used for purposes other than those related to law enforcement.

There is no charge to review documents. A fifteen-cent fee will be charged for each page printed and a nineteen-cent fee will be charged for each photocopy in response to a request for documents. If necessary, reasonable efforts will be made to contact the requestor with an estimation of cost.

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|--|---|
| REQUEST FOR: (Please check one) | <input type="checkbox"/> Verbal Confirmation <input type="checkbox"/> Review <input type="checkbox"/> Copy (payment for copies made on the 15th Floor – main counter) <input type="checkbox"/> Certified Copy (for court purposes) |
|--|---|

It is requested that the following records be released (please be specific):

(If applicable) Property Address(es): _____

These records will be used for the following purpose(s):

Please provide the following information:

| | | |
|------------------|---------------------------------|-----------------------|
| Date | Requestor's Name (please print) | Requestor's Signature |
| Telephone Number | Department/Agency | ID/Serial Number |

Every effort will be made to respond to your request promptly. However, the extent of the research necessary will determine the actual time required to produce the requested information.

Date records are needed by: _____

FOR OFFICE USE

Request filled by: _____ Date released: _____

Brief summary of type of record released: _____

If Copies: # of pgs printed: _____ Cost: _____ # of photocopies _____ Cost: _____ **TOTAL COST:** _____