

# Request for Public Records

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

Under the provisions of A.R.S. 39-121, Public Records Law, a person may request to examine or be furnished copies, printouts, or photographs of any existing public record unless the interests of privacy, confidentiality or best interest of the state outweigh the general policy of open access.

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.

Every effort will be made to respond to a request for documents promptly, as required by the law. However, the extent of the research necessary will determine the actual time required to produce copies of requested documents.

<b>REQUEST FOR:</b> <input type="checkbox"/> Review <b>(Please check one)</b> <input type="checkbox"/> Copy (payment for copies made on the 15th Floor – main counter)
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**Under the provisions of A.R.S. 39-121, Public Records Law, it is requested that the following records be released (please be specific):**

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**(If applicable) Property Address(es):** \_\_\_\_\_

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

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(Commercial use may result in additional fees.)

**Please provide the following information:**

\_\_\_\_\_ Date Requestor's Name (please print)

\_\_\_\_\_ Requestor's Signature

\_\_\_\_\_ Address Zip Code

\_\_\_\_\_ Telephone Number (for contact once information is ready for release)

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**FOR OFFICE USE**  
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Request filled by: \_\_\_\_\_ Date released: \_\_\_\_\_

Brief summary of type of record released: \_\_\_\_\_

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