



State of Arizona

Arizona Department of Housing

Attn: Deputy Director

1110 West Washington Street, Suite 280, Phoenix, Arizona 85007

Main (602) 771-1000 Fax (602) 771-1002 housing.az.gov

Public Records Request Form

This document represents the Certified Statement of the individual named below regarding access to public records held by the Arizona Department of Housing; requesting that the Public Records Management Coordinator provide a copy or other access to certain public record(s) specified below.

Records requested. *Please be as descriptive as possible.*

Specified record(s) is/are to be used for: Commercial Purposes Non-Commercial Purposes

If the record(s) is/are to be used for commercial purposes, specifically state those purposes below.

I wish to make an appointment to review records in person, in lieu of copies: Or, prior to copying:

I understand that I will be provided with electronic copies of records if available, at no charge. For records that require copying, I understand that I will be billed 25 cents per hard-copy page (covers mailing costs up to 13 oz.) For requests weighing more than 13 oz. I will be responsible for additional mailing costs of which I will be notified or will arrange to pick up the records during regular business hours.

I have read and understand the information that specifically addresses state law (A.R.S. 39-121.03) regarding the use of public records for commercial purposes, and understand I may be assessed additional costs for records requested for commercial purposes. I certify by signature below, that the copies or other reproductions of the public records described above are to be used solely for the intended purposes described above. I further declare that such copies or reproductions will not be used directly or indirectly for a different purpose other than described above. I further declare under penalty of perjury that the foregoing is correct and true.

Business Name _____ Phone _____

Street Address _____

City, State _____ Zip _____

Email Address _____

Print Requester's Name _____ Date _____

Requester's Signature _____ (SIGNATURE REQUIRED - electronic copy allowed)

A.R.S. 39-121.03. Request for copies, printouts or photographs; statement of purpose; commercial purpose as abuse of public record; determination by governor; civil penalty; definition

- 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 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.
- 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 purposes. 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.
- 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.
- D. As used in this section "commercial purpose" means the use of a public record for the purpose of sale or resale or 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 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.