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

200 W. Washington St. 12th floor, Phoenix, Arizona 85003
602-262-7176, Fax: 602-495-2432, TTY: 602-534-5500
phoenix.gov