

ARIZONA CORPORATION COMMISSION

<b><u>MAIL OR EMAIL TO:</u></b>	<b><u>INTERNAL USE ONLY</u></b>
Arizona Corporation Commission	Date Received _____
LEGAL DIVISION	Date Sent _____
1200 W. Washington Street	
Phoenix, AZ 85007	
<a href="mailto:legaldiv@azcc.gov">legaldiv@azcc.gov</a>	
(602) 542-3402	

**PUBLIC RECORDS REPRODUCTION REQUEST**

(Pursuant to A.R.S. § 39-121.03)

Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Description of public records you are requesting. Please be as specific as possible.

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Dates of Records: From: \_\_\_\_\_ To: \_\_\_\_\_

Indicate (X) whether these records are to be used for:

<b>Commercial Purpose*</b> <input type="checkbox"/>	<b>Non-commercial Purpose</b> <input type="checkbox"/>
(For a Commercial Purpose complete Page 2 and e-mail form to <a href="mailto:legaldiv@azcc.gov">legaldiv@azcc.gov</a> )	(Note that obtaining public records under false pretenses may subject requester to penalties)

To help you determine whether you are making this request for a "commercial purpose" as defined in Arizona Revised Statutes ("A.R.S.") § 39-121.03, that definition appears below:

**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 public records for the purpose of solicitation or the sale of 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 the public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body. A.R.S. § 39-121.03(D).

\*Download form and send filled out request to [legaldiv@azcc.gov](mailto:legaldiv@azcc.gov)

**\*If you are requesting the public records for a COMMERCIAL PURPOSE, please read all information on this form and sign the statement below before a Notary Public.**

Pursuant to A.R.S. § 39-121.03, When a person requests copies, printouts or photographs of public records for a commercial purpose, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the 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 public body for obtaining the original or copies of the documents, printouts or photographs. (2) A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction. (3) The value of the reproduction on the commercial market as best determined by the public body.

If the custodian of a public record determines that the commercial purpose stated in the 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 the governor 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.

A person who obtains a public record 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 it 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 attorney 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.

State of _____ )	<b>STATEMENT</b>
County of _____ )	
This document represents the statement of _____ submitted to the Legal Division of the ARIZONA CORPORATION COMMISSION (the "Custodian") requesting that the Custodian provide a copy or other reproduction of the public records specified on the reverse side of this form for the following specific commercial purpose: _____ _____ _____	
I declare that I have read all information on this form (or ARS § 39-121.03 itself) and understand the contents therein. I further declare that I understand I am being sold the use of the public records referred to herein and am prohibited from using them for any reason other than as stated above, and that at all times these records remain the property of the Custodian and are subject to return upon demand. I state, under penalty of perjury, that the foregoing is correct and true.	
_____ (Date)	_____ (Signature of Party Requesting Records)
SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__.	
_____ (Notary Public)	
My commission expires:	

This document is available in alternative formats by contacting the Executive Secretary to the Executive Director, voice phone number (602) 542-3931.