

STATE OF ARIZONA
PUBLIC RECORDS REPRODUCTION REQUEST FORM INFORMATION AND INSTRUCTIONS

REQUESTING PARTY: Please read and note the following information:

Pursuant to Arizona Revised Statutes, Section 39-121.03:

[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. 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.
- B. 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 pursuant to subsection A.
- C. 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.
- D. For the purposes of this section, "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.

PUBLIC RECORDS REPRODUCTION REQUEST

This form must be completed and submitted to the Board of Appraisal in order to process your request for a mailing list and/or labels.

1. Request is for: Appraiser Mailing List
 Appraiser Labels
 Property Tax Agent Mailing List
 Property Tax Agent Labels
2. Request is for: Commercial Purposes Cost is \$100.00 per list or set of labels
 Noncommercial Purposes Cost is \$13.00 per list or set of labels

3. Specific purpose of request: _____

Submit a cashier's check, certified check or money order *payable to the Arizona Board of Appraisal* with this request. Cash is accepted if delivered in person to the Board office.

I declare that I have read the information and instruction sheet accompanying this form and understand the contents therein. I further declare that the reproductions of the public records described above which I have requested will not be used directly or indirectly for a different purpose other than described above.

Signature of Requesting Party

Printed Name of Requesting Party

Street Address

City/State/Zip

Telephone Number

Fax Number

