



Colorado City Police Department
Hildale City Police Department
Courage-Compassion-Integrity

Dispatch (928) 875-9170

Police Report Records Request

Name:	Date:
Address:	Telephone:
Email:	Case #:
Representing (Company):	Title:
Company Engaged in business of:	
In Accordance with A.R.S §39-121.03(A) I hereby certify that the public records which I have requested are for the following purpose:	
I am requesting the following specific information for: Commercial Purpose Non-Commercial Purpose	
<i>Public Records are in various locations of the Town and a reasonable amount of time is expected for responding to any request. Requests will be filled as promptly as possible; however, additional time may be necessary to process more difficult requests.</i>	
List the specific public records requested below: Include specific details of case: involved parties, dates, etc.	

Signature: _____

Date: _____

DESCRIPTION OF CHARGES	NUMBER	COST
8-1/2 X 11 copies		
8-1/2 x 14 copies		
11 x 17 copies		
Maps, Plans, etc.		
Staff Time		
TOTAL		

Date Paid:

Charges for public records shall be as follows:

1. Records for non-commercial purpose: Staff time greater than 20 minutes to collect, prepare (ie. de-stapling, removing paper clips, collating, etc.) and photocopying, will be charged at \$12.50 per hour.

8-1/2 x 11 copies shall be charged at a rate of \$.25 per copy.

8-1/2 x 14 copies shall be charged at a rate of \$.35 per copy.

11 x 17 copies shall be charged at a rate of \$1.50 per copy.

Maps, Plans, etc. shall be charged at a rate of \$4.00 per copy.

2. Records for commercial purpose: Staff time shall be charged at the rate of \$25.00 per hour to collect, prepare (ie. de-stapling, removing paper clips, collating, etc.) and photocopying. Other charges outlined by statute may be charged, such as the value of the reproduction of such records on the commercial market. These additional charges shall be computed on a case by case basis.

8-1/2 x 11 copies shall be charged at a rate of \$.50 per copy.

8-1/2 x 14 copies shall be charged at a rate of \$.75 per copy.

11 x 17 copies shall be charged at a rate of \$2.50 per copy.

Maps, Plans, etc. shall be charged at a rate of \$5.50 per copy

A.R.S. §39-121.03(D) – Commercial purpose includes any 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 to another for the purpose of solicitation or for any purpose where the purchaser can reasonably anticipate the receipt of monetary gain from direct or indirect use of the record. When a person requests copies of city records for commercial purposes; a statement setting forth the commercial purpose for which the copies will be used must be provided.

All charges are subject to the exclusions of A.R.S. §39-122.