TOWN OF GUADALUPE
PUBLIC RECORDS INSPECTION AND COPY REQUEST FORM

I,_____ hereby request
Name, Address and Telephone Number of Requesting Party

the custodian of records for the _____ Department of the Town of Guadalupe on

_____ to provide for inspection and/or a copy or other reproduction of certain public
Date

record(s) specified below: [Indicate with specificity the record(s) you wish to have copied or reproduced.]

_____

_____

_____

Indicate whether the record(s) is (are) to be used for:
_____ Commercial Purpose _____Non-Commercial Purpose

COMPLETE THIS SECTION "ONLY IF" THE COPY REQUEST IS FOR A COMMERCIAL PURPOSE

Specifically state the purpose of your request below:

_____

_____

_____

I, _____, declare that I have read the information and Instruction Sheet on page 2 of this form (or
Requesting Party

A.R.S. § 39-121.03 itself). I further declare under penalty of perjury that the foregoing is true and correct.

_____
Requesting Party's Signature

STATE OF ARIZONA)
)SS
County of Maricopa)

SUBSCRIBED AND SWORN TO before me this_____day of_____, 20____, by
_____.

_____
Notary Public

My Commission Expires: _____

FOR TOWN USE ONLY
No. of Copies _____ Amount Charged: _____ Date Provided: _____

Revised 01/02/2019

PUBLIC RECORDS REQUEST
INFORMATION AND INSTRUCTION SHEET

Non-Commercial Request

1. Any person may request to examine or be furnished copies, printouts or photographs of any public record during regular office hours (8:00 a.m. to 5:00 p.m., Monday – Friday).
2. To request inspection and/or copies, printouts or photographs of public records, please complete the top portion of the form on the revers, and present it to the department that has the records requested. Please be specific so that the records can be easily identified.
3. The Town will charge an amount per page approximately equal to the cost of reproducing the requested material. Such amount should be paid prior to receipt of the materials. Any checks should be made payable to: Town of Guadalupe

Commercial Request

1. If the request is for commercial purposes, the bottom gray portion of the form should be completed and notarized. A "commercial purpose" is:

   Use of a public record for 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 address from such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonable anticipate the receipt or monetary gain from the direct or indirect use of such public record.

2. Charges for a commercial request shall include:
   a. A portion of the cost to the Town for obtaining the original or copies of the documents, printouts or photographs to be reproduced,
   b. A reasonable fee for the cost of time, equipment, and personnel in making the copies, and
   c. The value of the reproduction on the commercial market.
3. Please note that if the requester obtains records for a commercial purpose without indicating the commercial purpose, or if he or she obtains the records for a non-commercial purpose, and then uses or allows the use of the records for a commercial purpose, he or she will be liable for damages in the amount of three times what the Town could have charged had it known, plus costs and attorney's fees. A.R.S §39-121.03(C). If a false statement is given, the requester can also be guilty of a felony. A.R.S. § 39-161.